

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field	4. Employing Office Location Orlando, FL	5. Duty Station Orlando, FL	1. Agency Position No. NL11956
Explanation (Show any positions replaced) NL11782		7. Fair Labor Standards Act <input 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		6. OPM Certification No.
10. Position Status <input checked="" type="checkbox"/> Competitive 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 <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive	
				9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
				13. Competitive Level Code 1380	
				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	Quality Assurance Specialist (Electronics)	GS	1910	13	efw	8/10/00
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

c. Third Subdivision
Directorate for Research and Engineering

a. First Subdivision
Army Materiel Command

d. Fourth Subdivision

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

e. Fifth Subdivision

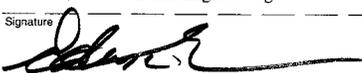
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.

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
Edwin A. Trier
Director, Research and Engineering

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

Signature:  Date: 8/10/00

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 for GS-1910 Series, Jul 99, HRCD-7
USOPM AAGEG, Jul 99, HRCD-7

Typed Name and Title of Official Taking Action
James B. Godwin, Col., FA, 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: 8/10/00

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 one of the divisions within the Directorate for Research and Engineering Management (E) of the 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, simulators, simulations, instrumentation, targets and threat simulations. The commander centrally directs, coordinates and supports the materiel development, acquisition, and sustainment activities through the matrix management organization and four Project Managers. These divisions perform technology-based management, concept formulation, acquisition management and technical contract management of simulations, simulators, training systems and instrumentation projects assigned to STRICOM. The duties performed by the incumbent will include planning, analysis and evaluation required to support the acquisition, production, manufacturing, and life cycle management of STRICOM systems which involves complex systems composed of state of the art hardware, microprocessors, embedded software, interfaces, simulation and instrumentation hardware.

MAJOR DUTIES

Performs product risk reduction and assessment of the total of characteristics of contractual deliverables to the Government that bear on their ability to satisfy stated and implied product performance needs as STRICOM Product Risk Reduction and Performance Assessment Manager. Concerned with the broad spectrum of complex electronic, electromechanical, and computer based training systems and instrumentation developed and produced by STRICOM. Major tasks related to this activity include: Recommending or specifying appropriate levels of product risk reduction and performance assessment for inclusion in contracts; The specialist prepares or reviews performance assessment provisions of performance specifications; assesses design and development activities for consideration of production and manufacturing characteristics, minimization of product performance risks, and long-term user satisfaction;

40%

Participates in performance risk assessment fact-finding and negotiation of contracts and contract changes to ensure reasonable and proper levels of performance effort are established and that contractual agreements are consistent with the desired product quality level; and defining critical system elements and product performance characteristics and assessing risk reduction controls over materials, sources, and manufacturing. Designs, organizes and carries out large-scale projects or special studies related to overall program administration, product risk or product performance assessment issues.

30%

Serves as Subject Matter Expert providing advice and consultation with respect to production and manufacturing techniques to integrated product teams, engineers, project directors, and management. Performs review of production and manufacturing

processes and plans and their impact upon product acceptability. Partners with industry team members to identify plans of action that will facilitate manufacture of products that meet user expectations for quality consistent with the manufacturer's need to make a fair profit

30%

Performs other duties as assigned.

Factor 1. Knowledge Required by the Position

Mastery of the full range of principles, concepts and methodology related to best-industry-practice quality programs and extensive skill in assisting industry team members in applying this knowledge to the planning and accomplishment of a variety of difficult and complex work assignments for development, production, and manufacture of complex training and instrumentation systems.

Extensive and detailed knowledge of the capabilities and applications of training and instrumentation system technology such as lasers, pyrotechnics, noise and simulation techniques including pertinent quality characteristics, manufacturing methods and techniques, special processes, interrelationship of functional parts and sub-assemblies, measurement and test techniques. Knowledge is used to interpret and adapt risk management requirements to the commodity area.

Skill in developing and analyzing strategies and approaches calculated to insure effective control of product quality.

Extensive knowledge of the practices, policies and procedures of related functional and administrative activities such as contract administration, engineering, production, manufacture, procurement, and supply; and skill effecting appropriate interface/coordination of quality assurance strategies and programs with these activities.

Mastery of a wide variety of methods and techniques for investigating, analyzing and effecting corrective action on complex quality problems.

Factor 2. Supervisory Controls

The supervisor provides assignments in terms of overall objectives and any limitations on the scope of the work. The specialist consults with and advises the supervisor on such aspects as priorities, staffing, or funding requirements, and project milestones.

The specialist plans and carries out assignments independently, determines the scope and level of quality activities based on the requirements, establishes priorities, interprets and applies general agency quality assurance policies and procedures, and effects coordination/consultation with other activities as required. The specialist has developed extensive expertise in quality assurance and is responsible for resolving problems involving deviations from established procedures, unfamiliar situations, or unusual requirements on own initiative, adjusting and varying the approach based on

analysis of conditions/ problems encountered, making authoritative determinations on conformance with requirements, and coordinating corrective action or adjustments with the responsible activities. The specialist periodically briefs the supervisor on progress of the assignments and potentially controversial issues.

Work assignments are assessed from the standpoint of overall effectiveness of quality assurance efforts through periodic status reporting, briefings, or reviews of program documentation and accomplishments. Completed work products such as technical reports, reports of investigations, or reports of facility capability surveys are controlled for timely completion, but are generally accepted as technically sound. Controversial decisions or findings are reviewed primarily so that the supervisor can become familiar with the circumstances and determine if there is a basis for modification of operating instructions or procedures.

Factor 3. Guidelines

Program planning guidelines consist of general agency and command level directives concerning the overall scope and objectives of quality assurance activities involved in the development, acquisition, production and manufacture of training and instrumentation system equipment. The guides cover major functional areas such as quality planning and conformance for major Army operational equipment but are of limited use in developing detailed training and instrumentation system program strategies. Because of the wide variations in training and instrumentation system program requirements, the specialist employs ingenuity and originality in developing new or improved techniques for obtaining effective results and overcoming unusual problems where guides and precedents are lacking.

Factor 4. Complexity

The incumbent plans, develops, and implements a quality assurance program designed to ensure compliance with all contract requirements for numerous complex training system and instrumentation products and is available to consult on such programs for substantially all of STRICOM's projects. The terms of the contracts require each contractor to provide products and services that meet performance and interface requirements. The incumbent develops innovative criteria and methods for evaluating the contractors' provisions for quality control and plans and develops the Government product risk control program, providing for scheduled evaluations and inspections of the contractor's quality program and products starting with the preproduction phase into subsequent production, manufacture and delivery.

Assignments may include such activities as program accomplishments and trends, and making recommendations on changes in program organization and emphasis.

Decisions concerning what needs to be done are complicated by such factors as: changing technical requirements, requirements imposed by multiple geographical locations of receiving commands, a wide variety in and changes in procedures or manufacturing techniques of multiple contractors; failure of contractor's quality controls, multiplicity of and turnover in contractor personnel, nonconforming material and incomplete quality data. multiple end-product customer policies and requirements; and

multiple authorities including complications arising from delivery to foreign governments.

The work requires making many decisions concerning such things as: reviewing and interpreting voluminous technical specifications and drawings, The work involves developing innovative solutions along with implementing guidelines for new methodology or procedures to provide appropriate control or surveillance techniques, determining adequacy of the multiple contractors' quality programs, adjusting verification and surveillance of contractor operations based on quality data, and determining the extent of corrective action to be requested of the contractor.

Factor 5. Scope and Effect

The specialist serves in STRICOM which has responsibility for the acquisition of complex Army training and instrumentation systems. The purpose of the position is to develop and implement risk control and product performance assessment strategies for the life cycle of the assigned systems and to consult on such strategies for virtually any of STRICOM's projects . The work involves such activities as: assisting industry team members in developing and evaluating strategies for time-phased quality assurance life cycle functions; developing contractual material depicting product performance requirements for development, production, manufacture, service, and supply contracts; conducting or participating in capability surveys and product reviews; assisting and advising other elements in the implementation of quality requirements; and monitoring program actions through the production, manufacture and use cycles.

The program strategies developed by the specialist affect command activities beyond the acquisition stage, such as maintenance and supply support functions. Typically, these activities are carried out by a number of organizations at various locations throughout the United States and overseas locations and impact on the reliability of training and instrumentation systems throughout the Army.

Factor 6. Personal Contacts

- The specialist represents STRICOM at meetings, which involve the participation of high level management officials from other agencies, departments and contractors. Such meetings vary both in terms of the participants /agencies involved and their frequency. Generally the meetings occur on an as-required basis to effect coordination of quality efforts, establish working relationships across agency lines, or reconcile operational differences.

Factor 7. Purpose of Contacts

- The purpose of the contacts is to negotiate or settle significant issues or problems which require escalation because established channels and procedures have failed to resolve the problem. The Issue or problem may concern significant product performance deficiencies impacting major equipment acquisition programs (i.e. the deficiencies affect the timely delivery of acceptable equipment), or persistent noncompliance on the part of a contractor where formal efforts to effect corrective action have been unsuccessful. The contacts may also concern problems of a similar scope which require negotiation of quality assurance expectations and processes with management representatives of other agencies (such as DCMA) or representatives of foreign governments or international organizations (purchasers of security assistance systems). The specialist assumes the lead in investigating the problems, such as

leading a special study project or interagency working group, to achieve a common understanding of the causes and in effecting a compromise or developing acceptable alternatives.

Factor 8. Physical Demands

The work is primarily sedentary. Employee will visit manufacturing, test or other areas where considerable walking, standing, or bending is involved.

Factor 9. Work Environment

The work is performed in a typical office setting with adequate heating, lighting, and ventilation. The specialist will visit manufacturing facilities, field locations and test sites where the environment is not controlled. Travel will be by private/commercial automobile and/or military/commercial transport aircraft.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 01 030

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