

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

1. Agency Position No.  
NL12391

2. Reason for Submission <input type="checkbox"/> Re-description <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location Orlando, FL.	5. Duty Station	6. OPM Certification No.
Explanation (Show any positions replaced)		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 type="checkbox"/> Yes <input checked="" 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 <input type="checkbox"/> 1 - Non-Sensitive <input checked="" type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive	13. Competitive Level Code *
				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	Interdisciplinary Lead General/Computer/Electronics Engineer/Computer Scientist	GS	801/854/855/1550 (13)	14		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)  
Chief Engineer, Digitization Team (DT)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Department of the Army (DA)	c. Third Subdivision Research, Development and Engineering Center (RDEC) (E)
a. First Subdivision Army Materiel Command (AMC)	d. Fourth Subdivision C4I Interoperability (SIMCI)
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 (Acting) Research, Development and Engineering Center	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature 	Signature
Date 7/19/01	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 for Computer Engineering Series, GS-0854, Jan 88;  
PCS for Electronics Engineering Series, GS-855, Feb 71; PCS for Computer Science Series, GS-1550, Jan 88; GS Leader GEG, Jun 98; Equipment Development GEG, Aug 66.

Typed Name and Title of Official Taking Action  
William C. Youmans, Acting 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  
7/20/01

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks  
Position is at the full performance level.  
BUS: 8888  
\*1443/1444/1445/1446  
This is a Critical Acquisition Position.  
This is a Testing Designated Position. Incumbent is subject to random drug testing.

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

**INTRODUCTION**

Position is located in the Simulation to C4I (Command, Control, Communications, Computers, and Intelligence) Interoperability (SIMCI) Business Area of the Simulation, Training and Instrumentation Command (STRICOM) Research, Development and Engineering Center (RDEC). STRICOM is 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; simulations and simulators; major test instrumentation; targets and threat simulators; and distributed interactive simulations. The Commander centrally directs, coordinates and supports materiel development, acquisition and sustainment activities through the functional/matrix organization and four project managers.

Incumbent of this position serves as the Chief Engineer for the Digitization Team (DT) within the Simulation to C4I Interoperability Business Area. As Chief Engineer of the DT, support is provided to each of the Project Managers (PMs) that have relevant needs for Digitization expertise within their programs or product lines. The DT mission is to provide staff and systems engineering support to the PMs and the Operations and Support Directorate. Focus is maintained on integrating activities within the business area to promote greater systems interoperability, seamless interplay and product reuse. Position requires coordination with the Commanding General, Deputy to the Commander, STRICOM Project Managers and Directors as well as higher headquarters, other AMC Commands, Training and Doctrine Command (TRADOC), other Army and DoD organizations and private industry.

**MAJOR DUTIES**

1. Plans, organizes and directs engineering activities for the acquisition of Simulation to C4I Interoperability (SIMCI) systems. Through the application of engineering and program management skills, incumbent is responsible for supporting and assisting STRICOM in defining system acquisition strategies and executing these strategies, ensuring that technical performance objectives are being satisfied within allocated cost and schedule. Develops and oversees the implementation of long range acquisition and life-cycle initiatives in conjunction with the STRICOM team to insure all Simulation to C4I Interoperability products and processes realistically, accurately and successfully meet the operational intent required by the relevant PM or Directorate. In executing these acquisition strategies, the incumbent is responsible for: 1) leading and directing team activities to resolve systemic technical issues of a complex nature; 2) identifying risks and developing risk mitigation plans to manage these risks; 3) leading and coordinating design and technical reviews; 4) coordinating the preparation and review of

system designs; 5) managing the team in resolution of engineering problems and making final recommendations to the PM on controversial technical issues cutting across organizational and product lines; 6) coordinating the evaluation of the product quality applying scientific and engineering knowledge to analyze reports, tests results and operational issues, and directing team corrective actions as necessary; and 7) overall orchestrating the activities of engineering team members in the research, development, test, production and fielded support of products managed under the Simulation to C4I Interoperability Business Area.

Ensures digitization related activities support and are in consonance with STRICOM's mission and goals. Serves as the Command's technical expert within the SIMCI domain. Advises the PMs and Directors with assessments of new capabilities and engineering practices that incorporate leading edge state of the art technology into systems development, while advising on the efficacy of adopting these technologies into established and emerging programs while considering life-cycle cost and schedule implications. Participates in promoting a culture of, and seeking opportunities for, horizontal integration and systems interoperability, both within STRICOM and within the larger Army Team. Collaborates with other Chief Engineers and Research, Development and Engineering Center (RDEC) Business Area Deputy Directors, to include remaining cognizant of emerging technologies in the area of Simulation to C4I Interoperability, helping to shape the investment strategy of the Simulation Technology Business Area relevant to the incumbent's product line concerns.

Supports initiatives to reduce stovepipe applications or system specific implementations within the SIMCI domain and seeks opportunities for multi-application platforms/systems in an interoperable environment of multiple systems, to include considerations beyond training applications such as simulation-based acquisition and embedded simulation. Coordinates with other AMC and Department of Defense (DoD) organizations on SIMCI applications, and makes recommendations to the Command on Digitization initiative that STRICOM should pursue.

50%

2. Represents STRICOM interests at meetings and conferences with representatives of DA and DoD organizations, academia and private industry, demonstrating STRICOM's depth of expertise in the area of SIMCI concerns. Collaborates with STRICOM matrix organizations and PMs to ensure the interests of the SIMCI domain are considered in all aspects of the Command's acquisitions, where applicable.

25%

3. Serves as the Chief Engineer for the STRICOM DT. Plans and coordinates the efforts of a team of engineering specialists.

Provides technical direction and leadership including setting goals and objectives, planning for professional development, allocating resources for project execution, and developing a team of digitization experts within STRICOM. Contributes to the performance evaluation of engineers within the team. Team Leadership responsibilities are itemized in attached checklist.

25%

Performs other duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION**

- A. Expertise with regard to the basic technologies and practices employed in the SIMCI domain. Specific knowledge required includes demonstrated expertise of the Army's Operational, Systems & Technical Architectures, the Defense Information Infrastructure Common Operating Environment (DII COE), Army Policies on Software Blocking & Unit Set Fielding, and state of the art software and communication technologies. This expertise is necessary to effectively direct STRICOM's efforts to provide quality SIMCI products that realistically and accurately integrate Army models and simulations with tactical C4I systems to provide the warfighter with tools to enable optimum mission performance.
- B. Broad expertise in multiple engineering disciplines to include systems engineering; software development; system and software testing; quality assurance, reliability and maintainability engineering; configuration management; Information Security/Assurance; and system integration. Extensive knowledge and demonstrated expertise in applying current and evolving engineering technology required to perform market surveys, risk analysis, trade-off studies, and engineering cost estimates.
- C. Experience applying Department of Defense (DOD) materiel acquisition to support SIMCI life cycle engineering management processes. Specifically, the DOD 5000 series of regulations, AMC materiel acquisition practices, TRADOC requirements generation process, and STRICOM acquisition processes.
- D. Demonstrated leadership capabilities of engineering teams to include functional band activities as the lead engineer in teams supporting research and development, acquisition, fielding and lifecycle management initiatives. Experience in interface control of systems integration into the field for training and mission support. Demonstrated capabilities to lead a team of multi-talented engineers to a successful completion of a project. Knowledge and understanding of projects and operations involving joint operations in complex environments and coordination capabilities with industry and multiple commands to successfully field products that meet the needs of all customers.

- E. Ability to effectively communicate, both orally and in writing, to a wide range of audiences and issues relating to the acquisition, fielding and sustainment within the life cycle support issues relating to STRICOM's Digitization initiatives. Ability to interact well with customers within and outside STRICOM, management and team members in order to insure the soldier in the field receives the best possible product for sustainment of mission in the field.

**Classification Factors**

**Factor 1. Assignment Characteristics**

- a. Incumbent is the focal point for managing and directing the efforts of multiple engineering project teams in support of the acquisition, fielding and life cycle support of SIMCI products, processes and services. Incumbent serves as an expert technical advisor providing leadership for the engineering concept formulation and development of large and complex SIMCI systems. Advises project teams in evaluating advanced proposals to satisfy program objectives and in resolving critical and severe problems. Reviews and assesses overall progress of assigned efforts and coordinates the resolution of complex technical issues. Incumbent effectively estimates and coordinates engineering resource requirements to meet the technical objectives of assigned acquisition programs; these resource requirements usually span an extensive variety of specialty engineering skills (software, testing, facility, visual, safety, etc.) needed to ensure successful fielding and life-cycle considerations of the SIMCI products. Incumbent works closely with STRICOM Project Managers (PMs), other Army PMs, as well as STRICOM's Directorate for Operations and Support to identify engineering activities to be performed in execution of projects that can be in different life cycle phases involving research, development, production and/or operational efforts. Incumbent is responsible for leading team members towards ensuring interoperability of assigned systems with other modeling and simulation systems being developed by STRICOM under other PMs and business areas. Incumbent leads engineering teams towards effective horizontal integration and information sharing to leverage commonalities of systems within own business area as well as across directorate business areas. Also, incumbent provides critical input to the overall STRICOM technology development strategic plan, and effectively coordinates with directorate technology program Chief Engineers to facilitate technology transition into current or future SIMCI systems.
- b. Incumbent maintains cognizant of new and emerging modeling and simulation technologies relevant to SIMCI systems. Incumbent must frequently develop new and innovative approaches to solve a variety of technical problems on assigned programs coordinating effectively with government

and contractor personnel. As a recognized authority in relevant technology areas, incumbent must coordinate and direct efforts of industry, academia and DoD partners to address highly complex and difficult technical issues; ensuring seamless interoperability of live, virtual and constructive modeling and simulation systems that may be used to simulate operational Command, Control, Communications, Computers and Intelligence (C4I) systems. Incumbent advises engineers, scientists, logisticians, analysts, contract specialists and private industry contractors on related state-of-the-art technologies and standards.

- c. The success of the SIMCI Initiatives is critical to achieving overall Army Transformation objectives, especially through current transformation planning efforts. Interoperability between Models and Simulations and operational Command & Control systems in support of training objectives is a key technology area that is broadly applied across Army and DoD simulation and training systems. Successful accomplishment of objectives in this area would result in significant reductions in cost and turn-around time for tactical command and control system development and life cycle support. The product line alignment would also result in maximizing opportunities to leverage commonalties due to the focus on horizontal integration and interoperability, thus also reducing development risk.

**Factor 2. Level of Responsibility**

- a. Incumbent works under general supervision of the Director for Engineering and Technology Development. Incumbent exercises broad authority for technical decisions, planning and administering assigned responsibilities and managing resources. Responsible for planning, organizing, coordinating and reviewing engineering activities performed by team members on assigned projects. Works with team members and project directors to establish project objectives and resource requirements; identifies and allocates resources to ensure project requirements and objectives are met. Incumbent decides on courses of action based on expertise and technical input. Maximizes resources by developing collaborations among internal and external groups. Responsible for facilitating horizontal integration within the Simulation to C4I Business Area, as well as across the other directorate business areas to maximize investment efficiency and reuse opportunities, and to reduce technical and programmatic risk. Incumbent is delegated the authority to evaluate future technology trends as they apply to Simulation to C4I systems, and to influence the investment strategies of applicable directorate technology programs. Recommendations made by the incumbent are accepted as authoritative. Work is reviewed in term of overall effectiveness and attainment of objectives.

- b. Incumbent is a Chief Engineer leading engineers, scientists and related support personnel mostly in grades GS-12 and GS-13 and may reflect complex skill mix of engineering talents provided from other Government agencies and support service contractor labor pools. Plans work to be accomplished, sets and adjusts priorities, establishes milestones and schedules for completion of work. Assigns work, based on priorities and considering the difficulty and requirements of the assignment and the capabilities of team members. In cooperation with Director for Engineering and Technology Development, develops team member performance standards and makes formal and informal appraisal of work. Identifies developmental and training needs of team members.
- c. Contacts are with high-level STRICOM and Army management, private industry contractors, academia, DoD and other professionals and experts in Simulation to C4I Community who are involved in generating requirements for and developing solutions to improve interoperability between the M&S and C4I Domains. Contacts are also with groups that can influence and guide the technology development efforts in the applicable technology areas. The purpose of contacts is to coordinate work efforts, resolve controversial questions and issues related to projects; monitor project progress; and negotiate for research, design, test and other engineering activities and resources. Contacts are also for purposes of partnering with industry, academia, and DoD to effectively, efficiently address key challenges in the Simulation to C4I Domains.

**Acquisition Corps Membership:**

This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, (i.e., the Director of Acquisition Career Management, the Army Acquisition Executive, or the Secretary of the Army) or the employee is "grandfathered" under 10 U.S.C. 1736 (c) (1), the following are statutorily mandated requirements (Reference: 10 U.S.C. 1733 and 1737):

- (1) Selectee must be a member of an Acquisition Corps at the time of appointment.
- (2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in the position for at least three years. In signing such agreement, the employee does not forfeit any employment rights, nor does such agreement alter any other terms or conditions of employment.

Incumbent must be able to obtain and maintain a top secret clearance. Subject to drug testing IAW regulatory guidance.

**Checklist for Team Leader Positions**

At a minimum, Team Leaders perform all of the first seven (7) coaching, facilitating and mentoring duties and a total of fourteen (14) of the twenty (20) duties listed below:

Leadership duties in attached PD include items checked below.

X\_1. Ensure that the organization's strategic plan, mission, vision and values are communicated to the team and integrated into the team's strategies, goals, objectives, work plans and work products and services;

X\_2. Articulate and communicate to the team the assignment, project, problem to be solved, actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion;

X\_3. Coach the team in the selection and application of appropriate problem solving methods and techniques, provide advice on work methods, practices and procedures, and assist the team and/or individual members in identifying the parameters of a viable solution;

X\_4. Lead the team in: identifying, distributing and balancing workload and tasks among employees in accordance with established work flow, skill level and/or occupational specialization; making adjustments to accomplish the workload in accordance with established priorities to ensure timely accomplishment of assigned team tasks; and ensuring that each employee has an integral role in developing the final team product;

X\_5. Train or arrange for the training of team members in methods and techniques of team building and working in teams to accomplish tasks or projects, and provide or arrange for specific administrative or technical training necessary for accomplishment of individual and team tasks;

X\_6. Monitor and report on the status and progress of work, checking on work in progress and reviewing completed work to see that the supervisor's instructions on work priorities, methods, deadlines and quality have been met;

X\_7. Serve as coach, facilitator and/or negotiator in coordinating team initiatives and in consensus building activities among team members;

  \_8. Maintain program and administrative reference materials, project files and relevant background documents and make available policies, procedures and written instructions from the supervisor; maintain current knowledge to answer questions from team members on procedures, policies, directives, etc.;

  \_9. Prepare reports and maintain records of work accomplishments and administrative information, as required, and

coordinate the preparation, presentation and communication of work-related information to the supervisor;

X\_10. Represent the team in dealings with the supervisor or manager for the purpose of obtaining resources (e.g., computer hardware and software, use of overtime or compensatory time), and securing needed information or decisions from the supervisor on major work problems and issues that arise;

X\_11. Report to the supervisor periodically on team and individual work accomplishments, problems, progress in mastering tasks and work processes, and individual and team training needs;

X\_12. Represent the team consensus and convey the team's findings and recommendations in meetings and dealings with other team leaders, program officials, the public and other customers on issues related to or that have an impact on the team's objectives, work products and/or tasks;

X\_13. Estimate and report to the team on progress in meeting established milestones and deadlines for completion of assignments, projects and tasks, and ensure that all team members are aware of and participate in planning for achievement of team goals and objectives;

  \_14. Research, learn and apply a wide range of qualitative and/or quantitative methods to identify, assess, analyze and improve team effectiveness, efficiency and work products;

  \_15. Lead the team in assessing its strengths and weaknesses and provide leadership to the team in exploring alternatives and determining what improvements can be made (e.g., in work methods, processes and procedures);

  \_16. Approve emergency leave for up to three days; eight hours or less for medical appointments; and/or other types of leave as delegated by management;

X\_17. Resolve simple, informal complaints of employees and refer others, such as formal grievances and appeals, to the supervisor or an appropriate management official;

X\_18. Communicate team consensus and recommendations to the supervisor on actions affecting team and individual awards, rewards and recognition;

X\_19. Inform employees of available employee benefits, services and work-related activities;

X\_20. Intercede with the supervisor on behalf of the team to inform the supervisor of performance management issues/problems and to recommend/request related actions, such as: assignments, reassignments, promotions, tour of duty changes, peer reviews and performance appraisals.

**CRITICAL ACQUISITION POSITION AMENDMENT TO PD# N6 12391**

"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."