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

1. Agency Position No.: NL12471

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:

6. OPM Certification No.:

7. Fair Labor Standards Act: [X] Exempt [ ] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [X] Employment and Financial Interests

9. Subject to IA Action: [X] Yes [ ] 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 [ ] 3 - Critical Sensitive [X] 2 - Noncritical Sensitive [ ] 4 - Special Sensitive

13. Competitive Level Code: 13-DZ/ZD/EZ/ZE

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	Interdisciplinary Position: 1 of 4					
d. First Level Review	Computer Engineer, Electronics Engineer, Operations Research Analyst, Computer Scientist	GS	0854, 0855, 1515, 1550	13		
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: US Army Materiel Command (AMC)

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

c. Third Subdivision: Directorate for Engineering and Technology Development (E)

d. Fourth Subdivision: Various Divisions

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 for Engineering & Technology Dev.

Signature: [signature] Date: 11 Nov 01

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 L. LAUGHLIN, Colonel, GS, Chief of Staff

Signature: [signature] Date: 15 Nov 01

22. Position Classification Standards Used in Classifying/Grading Position: USOPM PCS: Computer Eng. Series, GS-0854, Jan 88; Electronics Eng. Series, GS-855, Feb 71; Operations Research Series, GS-1515, Jun 96; Computer Science Series, GS-1550, Jan 88; USOPM GGEG for Nonsupv. Prof. Eng. Positions, GS-800, Jun 71.

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
Position is at the full performance level.
BUS: 7777

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

INTRODUCTION

Position is located in one of the divisions within the Directorate of Engineering and Technology Development (DETD) 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, simulations and simulators, instrumentation, targets and threat simulation. The Commander centrally directs, coordinates and supports the materiel development, acquisition and sustainment activities through the matrix organization and four Project Managers. These DETD 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 a dual responsibility as both the lead engineer and product director (LE-PD) for the assigned simulation product line or family. In this LE-PD capacity, the incumbent is chiefly responsible for the cost, schedule and performance associated with the assigned product(s). The incumbent must be technically qualified to lead all system and software engineering required to support the acquisition and life cycle management of the assigned STRICOM simulation products. Duties involve the design, integration, test and project management of complex simulation product lines, composed of simulation and instrumentation hardware, computers, software, and interfaces, which may be utilized for multiple STRICOM developments and DETD customers. Sample product lines would include, but not be limited to, synthetic natural environment products and command, control, communications, computers and intelligence (C4I) simulation modules.

MAJOR DUTIES

1. Provides both programmatic and technical evaluation of contractor's performance and is overall lead for the Government's multi-disciplinary acquisition team (engineers, logisticians, budget analysts and contract specialists). Serves as lead programmatic and technical representative at progress reviews, design reviews, acceptance testing and technical/budget interchange meetings with contractors. Serves as the Contracting Officer's Representative (COR), provides programmatic and technical guidance and clarification to contractor on Work Statement (WS), specification and Contract Data Requirements List (CDRL) and takes corrective action when required. Consults with Subject Matter Experts (SMEs) to obtain programmatic or technical guidance relating to on-going projects. Addresses contractor needs, questions and change proposals regarding technical, cost and schedule risks. Ensures projects are within established resource limits and remain on target with milestone schedules. Keeps engineering and project management, customers, users and other team members informed of project status, conducting quarterly reviews with shareholders of assigned product line(s). Creates and updates strategic and execution plans for product line development and growth. Provides programmatic and technical requirements continuity from concept through design, test and fielding.

30%

2. As the leader of one or more project teams, assumes overall responsibility for both programmatic and technical sections of acquisition packages (Task Orders or Requests for Proposal - RFP) for assigned product line(s) which includes technical performance and verification specifications, WS, CDRL, contract schedule and proposal evaluation plan. Supports the defense or justification of acquisition packages to the acquisition authority. Evaluates contractors' proposals for overall content, applicability to RFP, value and schedule impact. As the leader of the evaluation team, prepares summary proposal evaluation reports; defends and justifies for acquisition authority. Clarifies and evaluates contractor final proposals and makes recommendation to acquisition authority for award of contract. Serves as the overall lead on concept formulation effort by performing or managing the required business planning and engineering functions to explore and formulate materiel concepts for STRICOM's systems in accordance with the using organization's operations requirements document. Reviews, analyzes, and clarifies requirements and documentation through formal and informal meetings and discussions with SMEs. Conducts market surveys and analyzes make/buy decisions. Prepares trade-off determinations (TOD), trade-off analysis (TOA), best technical approach (BTA), coordinated tests plan (CTP), decision documents, acquisition strategies and associated resource and budget estimates. Coordinates, through meetings and discussions with various user representatives, the STRICOM position with rationale to attain a mutually agreeable best technical approach. Supports fielding and sustainment of STRICOM systems through Engineering Change Proposals (ECPs), modification reviews and analysis by providing recommendations on these actions. Serves as overall lead on the acquisition of existing systems under the foreign military sales program.

45%

3. Serves as SME providing advice, consultation and technical documentation (synopses and point papers) to engineers, project directors and management on designated specialty areas as required. Specialty areas include: C4I simulation, synthetic natural environments; horizontal integration and management of product line across diverse customer spectrum; product-line development techniques; requirements engineering; artificial intelligence (expert systems, computer generated forces, intelligent tutoring systems and natural language applications); embedded training; command and control; distributed processing; communications (analog, digital and networks); lasers; electro optics; visual simulation (displays, data base modeling and image renderings); security; targets; computer systems and languages/techniques (ADA, object oriented design); testing of components, subsystems, and systems. Evaluates and executes Small Business Innovation Research (SBIR), Advanced Concepts and Technology Phase 2 (ACT II), and Broad Agency Announcements (BAA) proposals related to virtual, constructive and live simulation, simulators, training systems and instrumentation requirements. Analyzes programmatic and technical, cost and schedule risks. Supports the BAA, ACT II, SBIR development as the subject matter expert. Supports the development of the long-range technology program plan for STRICOM. Serves as the application champion for technology development

associated with assigned product line. Evaluates and executes technology base proposals related to virtual, constructive and live simulation, simulators, training systems and instrumentation. Analyzes technical, cost and schedule risks. Monitors resources and develops efforts of awarded proposals. Reviews industry's Independent Research and Development (IR & D) and makes recommendations on applicability to the STRICOM mission.

25%

Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

A. Knowledge of Department of Defense (DoD) materiel acquisition process, specifically the application of DoD 5000 series of regulations and AMC materiel acquisition practices including materiel release to support the acquisition of electronic, computer based military equipment or simulations, simulators, training systems and instrumentation projects.

B. Knowledge of business and industry best practices, procurement procedures and production processes in order to evaluate contractor proposals and activities.

C. Knowledge of systems engineering, high-level architectures, operations research analysis, computer software and hardware principles to support the acquisition and life cycle management of electronic, computer based military systems or simulation, simulators, training systems and instrumentation projects.

D. Knowledge of software management techniques to include software requirements analysis and object-oriented design methodologies, software metrics, software reuse, software documentation, ADA, independent verification and validation (IV&V) criteria, and post deployment software support (PDSS) criteria to ensure adequate performance of assigned systems in accordance with user requirements.

E. Knowledge of test engineering and management techniques including Test and Evaluation Master Plan (TEMP) development and coordination through the Test Integration Working Group (TIWG) process.

F. Knowledge of the application of current engineering technology, as identified for SMEs, to advise on the conceptual design of electronic computer based military equipment of simulation, simulators, training systems and instrumentation projects.

G. Ability to analyze statistical and performance data to perform market surveys, risk analysis, trade-off studies, baseline cost estimates and reliability, availability, maintainability (RAM) analysis needed to support the materiel acquisition decision making process.

CLASSIFICATION FACTORS

Factor 1. Nature of Assignment:

This position serves a lead programmatic and technical representative for the Government's multi-disciplinary team for evaluation of contractor's performance. Incumbent, as leader, serves as subect matter expert on assigned specialty area of electronic, computer based military equipment for simulation, simulators, training systems and instrumentation project to meet the needs of the Army. This position functions as a staff advisor and consultant in the identification of potential simulation, training and instrumentation in a narrow area (i.e., electronic, computer based military equipment) based on future needs of the Army. Incumbent clarifies and evaluates contractor final proposals and makes recommendation to acquisition authority for award of contract.

Factor 2. Level of Responsibility:

This position functions under general supervision of assigned DETD team leader, or product-line integration leader, who provides policy guidance and assignments in terms of broad, general objectives. Incumbent exercises responsibility for both programmatic and technical decisions, planning, budgeting and administering assigned responsibilities and managing resources. Supervisor accepts authoritative determinations not in conflict with established policies and basic procedures. Work is reviewed in terms of overall effectiveness, adherence to policy, consistency with related programs and attainment of objectives.

Contacts are with high level management, private industry contractors and other professionals within and outside of the agency. Contacts also include representatives of domestic and foreign governments. The purpose of the contacts is to: coordinate work efforts; market new customers to assigned product line; resolve questions and problems related to projects; to stay current on evolving technologies; "selling" project proposals; and occasionally persuading others to adopt new product line approaches.

Guidelines for this position include DoD, Department of the Army (DA), AMC and local regulations and policies. Guidelines are frequently inadequate, inapplicable, and/or controversial; therefore, judgment, initiative, originality, and skill must be utilized to apply changing and emerging technology and flexible acquisition procedures to various project assignments.