

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

1. Agency Position No. NL12654

2. Reason for Submission:  Redescription,  New,  Reestablishment,  Other

3. Service:  Hdqtrs.,  Field

4. Employing Office Location: Orlando, FL

5. Duty Station

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,  No

10. Position Status:  Competitive,  Excepted (Specify in Remarks)

11. Position is:  Supervisory,  Managerial,  Neither

12. Sensitivity:  1 - Non-Sensitive,  2 - Noncritical Sensitive,  3 - Critical Sensitive,  4 - Special Sensitive

13. Competitive Level Code: 12CD/12DC/1286

14. Agency Use

Explanation (Show any positions replaced): Replaces: NL12030

| 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 Computer Engineer/Electronics Engineer/Computer Scientist | GS       | 0854/0855/1550    | 12    |          |      |
| 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. Third Subdivision: Directorate for Engineering and Technology Development (E)

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

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, Acting Director for Eng & Tech Development

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

Signature: [Signature] Date: 5/16/02

Signature: [Signature] Date: [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: PCS for Computer Eng Series, GS-0854, Jan 88, TS-83, Jul 99; PCS for Elect Eng Series, GS-0855, Feb 71, TS-3, Jul 99; PCS for Computer Science Series, GS-1550, Jan 88, TS-8, Jul 99; GGEG for Nonsupv Pro Eng Positions, GS-0800, TS-6, 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.

Typed Name and Title of Official Taking Action: James L. Laughlin, Colonel, GS, Chief of Staff

Signature: [Signature] Date: 13 May '02

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

24. Remarks: Full Performance Level Position. NON-CRITICAL ACQUISITION POSITION: The employee must meet DoD 5000.52-M requirements applicable to the duties of the position. BUS: 7777

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

**INTRODUCTION**

Position located in one of the divisions within the Directorate for Engineering and Technology Development (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, simulations and simulators; instrumentation, targets and threat simulation; and Distributed Interactive Simulation (DIS). The commander centrally directs, coordinates, and supports the materiel development, acquisition and sustainment activities through the matrix 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 incumbent will include system and software engineering required to support the acquisition and life cycle management of STRICOM systems which involves the design, integration, test and management of complex systems composed of hardware, computers, software, interfaces, simulation and instrumentation hardware.

**MAJOR DUTIES**

1. Provides technical evaluation of contractor's performance. Serves as technical representative at progress reviews, design reviews, acceptance testing and technical interchange meetings with contractors. Serves as the Contracting Officer's Representative (COR), provides 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 technical guidance relating to on-going projects. Addresses contractor's 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 management, product manager, project director, users and other team members informed of project status. Provides technical requirements continuity from concept through design, test and fielding.

30%

2. As a member of a project team, prepares technical sections of acquisition packages (Request for Proposal - RFP) for assigned projects 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 technical content, applicability to RFP, best value and schedule impact. As a member of the evaluation team, prepares 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 technical lead on concept formulation effort by performing or managing the required 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 test plan (CTP), decision documents 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 technical 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: 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 & Technology Phase 2 (ACT II), and Broad Agency Announcements (BAA) proposals related to virtual, constructive and live simulation, simulators, training systems, instrumentation and DIS requirements. Analyzes 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. Evaluates and executes technology base proposals related to virtual, constructive and live simulation, simulators, training systems, instrumentation and DIS requirements. 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**

- Knowledge of systems engineering, 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.
- Knowledge of software management techniques to include: software requirements analysis and 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.

- 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.
- 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.
- 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.
- 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.

**Factor 1. Nature of Assignment:**

The purpose of the work is to develop an effective simulated environment for training, instrumentation and analysis of combat readiness and the effect of new combat weapon systems. Incumbent serves as a technical representative on assigned projects for an engineering organization. Incumbent represents the project or assignment at various progress reviews and advises other team members of applicable engineering and/or system requirements/changes needed, appropriate cost versus value data and other specifications required to keep acquisition projects on cost and time schedule while maintaining customer needs. The projects assigned to the incumbent involve real-time interactive simulation and simulator systems and must bring together a number of unrelated state-of-the-art technologies and systems into a cohesive, affordable and practical solution. Incumbent provides input to projects containing a variety of features being performed by engineers and scientists, logisticians, analysts, contract specialists, private industry, contractors and user representatives.

**Factor 2. Level of Responsibility:**

Incumbent is relied upon as the source of information and advice within the organization concerning computer/electronics engineering and computer science on electronic computer based military equipment for simulation, simulators, training systems and instrumentation projects.

Incumbent receives little to no technical guidance while performing with work reviewed upon completion for effectiveness of technical

decisions and resource management consistent with related programs and attainment of objectives.

Incumbent serves as a reliable source on guidelines with supervisor consulted only when guidelines are inadequate with regard to specific project assignments.

Personal contacts are with high level management, private industry contractors and other professionals within and outside of the agency to include representatives of domestic and foreign governments. The purpose of contacts is to: coordinate work efforts, resolve questions and problems related to projects, to stay current on evolving technologies, and to occasionally persuade others to adopt new technical approaches.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 12634

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