

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. NL12694

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

3. Service: Hdqtrs., Field

4. Employing Office Location: Orlando, FL.

5. Duty Station: Orlando, FL.

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), SES (Gen.), SES (CR)

11. Position is: Supervisory, Managerial, Neither

12. Sensitivity: 1 - Non-Sensitive, 3 - Critical Sensitive, 2 - Noncritical Sensitive, 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	Interdisciplinary					
d. First Level Review	Supervisory General Engineer/Computer Engineer/Electronics Engineer/Computer Scientist	GS	0801/0854/0855/1550(13)	15		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title): Director for Engineering and Technology Development

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: Army Materiel Command (AMC)

d. Fourth Subdivision

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

e. Fifth Subdivision

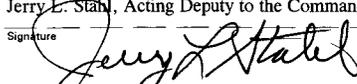
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.

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: Jerry L. Stahl, Acting Deputy to the Commander

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

Signature:  Date: 7/3/02

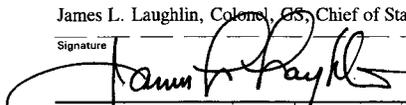
Signature: _____ Date: _____

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 for Computer Eng. Series, GS-0854, Jan 88, TS-83, Jul 99; USOPM PCS for Electronics Eng. Series, GS-855, Feb 71, TS-3, Jul 99; USOPM PCS for Computer Science Series, GS-1550, Jan 88, TS-83, Jul 99; USOPM GSSG, TS-52, Mar 81, Jan 99.

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:  Date: 8/14/02

Signature: _____ Date: _____

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

24. Remarks: A full performance position. 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. Subject to drug testing. BUS: 8888. *1517/1518/1519/1520.

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

INTRODUCTION

Position serves as Director of the Directorate for Engineering and Technology Development of the Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of US Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for research, development, acquisition and fielding of Army training devices, simulations and simulators; instrumentation, targets and threat simulations; and Distributed Simulations. The Commander centrally directs, coordinates, and supports the materiel development, acquisition and sustainment activities through the matrix organization and four Project Managers. Incumbent is the civilian authority for Engineering and Technology Development for the command by exercising direct authority over all activities to assure adequacy of budgeting, planning, execution, and effectiveness of projects. Provides a balanced and competent capability in support of both Directorate programs and STRICOM project managed systems, development, research, engineering, test and evaluation, acquisition, standardization, production, fielding, and sustainment.

MAJOR DUTIES AND RESPONSIBILITIES

The Director has responsibility for: (1) Serving as the Senior Advisor to the Commander on all Engineering and Technology Development matters, with full authority to commit the Command; (2) Managing, planning and executing Engineering and Technology Development for significant Army modeling and simulation requirements to support both materiel acquisition (Simulation Based Acquisition (SBA)/Simulation and Modeling for Acquisition, Requirements and Training (SMART)), and readiness of the force; (3) Managing, planning and executing comprehensive engineering support for STRICOM and Joint Simulation Systems (JSIMS) programs; and (4) Managing, planning and executing the in-house laboratory efforts within the Technology Development Center. Incumbent has full authority to commit more than 250 direct and indirect resource employees, which include STRICOM direct-hire Federal civilian employees, Other Government Agencies (OGA), academia and support contractor personnel. Incumbent is held accountable for the success of execution of the Directorate's annual multimillion program budget for research and development and for providing exceptional engineering support to the STRICOM project managed programs with annual budgets exceeding \$750M. Technical decisions are of significant scope, such as embedded simulation technology for combat systems, and use of entertainment industry technology to enhance warfighter readiness. Represents the command at AMC, DA, DoD, other military and civilian echelons, and in national and international conference and symposia of STRICOM interest.

1. Program Planning. Directly accountable to the Commanding General, STRICOM, for effective and timely identification of actions required to meet and further research, development and engineering requirements. Sets annual, multiyear, long-range work plans and schedules for in-service and contracted work. Contacts high level program officials and comparable Army level staff personnel in the development of overall goals and objectives. Establishes the framework and develops strategies to ensure attainment of objectives for the Directorate. Acts as primary advisor to the Commanding General on the formulation of policies and doctrines. Monitors the progress of plans and programs developed in support of strategies. Apprises the four Deputy Directors and other key personnel of overall plans, policies, objectives and gives guidance accordingly. Reviews and evaluates, with and through four Deputy Directors, the total Directorate program for status, adjustment and attainment of goals. Analyzes the impact of projected and/or mandated resource revision, program changes, legislative changes, economic and industry trends, or actions required by higher echelons that may have an impact. Attempts to minimize or absorb the action with minimal adverse impact. Ensures all new programs and plans are integrated into current operations in a most expedient and cost effective manner. Assures that all funding reviews are conducted to ensure resources are available for program accomplishment. Establishes Directorate priorities to realistically reflect best use of available resources.

20%

2. Program Direction. Directs a highly skilled workforce, through four Deputy Directors and other key personnel, of approximately 145 direct-hire federal civilian employees occupying professional, technical and administrative positions. Manages the efforts of approximately 100 additional manpower consisting of personnel of Other Government Agencies (OGA), academia and support contractor personnel. Assures that direction of all programs is in accordance with broad management policies and objectives. Delegates authority to the four Deputy Directors. Chairs the Executive Committee, which consists of the Director, and four Deputy Directors, and approves or rejects plans and strategies involving project accomplishment. Ensures appropriate internal control systems are developed. Resolves problems and develops decisions on issues and problems that are cross-functional in nature. Monitors overall programs in terms of resource capabilities. Assesses quality of accomplishments by application of knowledge in scientific, engineering and management areas. Formulates and/or directs corrective action accordingly. Devises content and gives presentations to and/or for supporting activities, higher headquarters, academia, and private industry to convey results of actions against predetermined plans, current status of plans, progress, deficiencies, and/or outstanding accomplishments. Meets and confers, briefs or presents materials to influential individuals outside the Army, e.g., executive level officials of defense contractors and the modeling and simulation and entertainment industry; key staff of congressional committees and

individual senators and representatives, and; SES, general officers. Influences, motivates, persuades and negotiates with persons and groups to accept opinions or take actions related to advancing the fundamental goals and objectives of the Directorate.

20%

3. Resource Management. Establishes Directorate-wide policies and procedures for defining, reviewing, approving, obtaining and allocating resources to support the total research development and engineering program. Formulates and/or leads in the defense of Directorate budget requests to DoD, DA, and AMC. Monitors overall program in terms of manpower, resources, and capabilities. Evaluates balance among various programs, and analyzes and resolves problems. Evaluates technical quality of accomplishments and redirects or modifies technical efforts, analyzing information presented in review and analysis conferences, technical reports, etc. Assures maximum utilization of international technology and coordination with laboratories having similar activity, such as the Battle Labs, other service Labs, and DoD agencies to synchronize technology programs. Provides technical leadership by assuring that "in-house" and contractual efforts are executed in accordance with established policies, milestones, and funding constraints.

20%

4. Policy Interpretation and Implementation/Adaptation. Implements overall guidance and policy, personally, or through four Deputy Directors, for the conduct of research, development and engineering, business management and operational support within the framework of statutes, policies and procedures as developed by higher authority and consistent with Directorate mission needs. Establishes specific technical and management practices that incorporate the recommendations and principles of the National Performance Review into day-to-day management practices. Analyzes and evaluates policy-related issues affecting the needs for progress of the Directorate. Chairs or participates on external policy review committees. Interacts with other MSCs to assess impact of challenging high-level policies. Formulates and presents recommendations to DA, AMC, and the STRICOM Commanding General on Directorate program policy.

10%

5. Personnel Management and Equal Employment Opportunity. Supports the recruitment, development, and retention of a high quality Directorate work force. Assures that special emphasis is given to the intake of under-represented groups and high potential college graduates. Reviews and endorses selections, promotions, and reassignments of key personnel to ensure achievement of program mission and quality management objectives. Assures career development and that training and technical competence is maintained at a quality level. Establishes performance objectives, evaluates performance and ensures that an effective and equitable recognition and incentive awards program is in

operation. Establishes an effective communication methodology for Directorate and strives to update the quality and environment of the work place. Takes an active interest in, and serves on, STRICOM boards involving personnel management issues. Ensures executive leadership and other key personnel understand and execute their personnel management and Equal Employment Opportunity responsibilities. Demonstrates consistent emphasis on Equal Employment Opportunity and avoidance of discrimination in the areas of race, sex, religion, national origin, color, age, handicap, and veteran's status, in employee selections, promotions, training, awards and other personnel areas.

10%

6. Organizational Representation and Liaison. Represents and defends the Command using influence, motivation, persuasion and negotiation with others to accept opinions or take actions related to advancing the fundamental goals and objectives of the Directorate. Uses full authority to make decisions and commitments at conferences and meetings with senators and representatives of Congress, DoD, DA, AMC, other Federal agencies, foreign countries, academia and private industry. Maintains high level contacts with key military, civilian and private industry officials for planning and coordinating all phases of engineering support, research and development. Serves on and in some instances chairs, high level meetings and committees. Maintains liaison with professional societies, communities and industry to keep abreast of the latest developments in pertinent technology, quality areas and personnel administration. Prepares and presents briefings on existing program activities and/or future initiatives to senators and representatives of Congress, DoD, DA, AMC, other Federal agencies, foreign countries, academia and private industry relative to Directorate programs and projects.

10%

7. Professional and Executive Leadership. Serves as a scientific, engineering and technical program authority for all Directorate activities. Represents Directorate in meetings with DoD, DA, AMC, other MSCs, private industry, academia, and the community-at-large through a vast number of professional, technical, and executive personnel in various forums.

10%

Performs other duties as assigned.

SUPERVISORY FACTORS

FACTOR 1 - PROGRAM SCOPE AND EFFECT - LEVEL 1-4 - 775 Points

Scope: This position directs a segment of a professional, highly technical and complex program that involves major aspects of Army's simulation efforts and technology advances.

Effect: The program segment directed by this position effects STRICOM's ability to perform its mission as a major subordinate command in the simulation, instrumentation and training devices arena, which in turn affects the readiness of the U.S. Army.

FACTOR 2 - ORGANIZATIONAL SETTING - LEVEL 2-3 - 350 Points

This position is accountable to a position that is Senior Executive Service (SES) level.

FACTOR 3 - SUPERVISORY & MANAGERIAL - LEVEL 3-4a - 900 Points

AUTHORITY EXERCISED

This position performs delegated managerial at the first reporting level below the installation commander. This position reports to the Deputy Commander, whom, jointly with the Commander, provides executive direction of STRICOM.

Incumbent exercises delegated authority to oversee the overall planning, direction, and timely execution of several program segments (each of which is managed through separate subordinate Divisions), including development, assignment, and higher level clearance of goals and objectives for supervisors of subordinate Divisions. Incumbent approves multiyear and longer-range work plans developed by the supervisors of subordinate Divisions and subsequently manages the overall work to enhance achievement of the goals and objectives. Incumbent oversees the revision of long range plans, goals and objectives for the work directed, and manages the development of policy changes in response to changes in levels of appropriations or other legislated changes. Incumbent manages organizational changes throughout the Directorate, major change to the structure and content of the program segments directed, and exercises discretionary authority to approve the allocation and distribution of funds in the Directorate's budget.

FACTOR 4. PERSONAL CONTACTS

Subfactor 4A-4 - Nature of Contacts - 100 Points

This position has regular and recurring contacts with influential individuals from outside the Army, e.g., executive level officials of defense contractors and the modeling and simulation and entertainment industry; key staff of congressional committees and individual senators and representatives, and; SES, general officers, in other Federal agencies.

Contacts may take place in meetings, conferences, briefings, or presentations and may require extemporaneous response to unexpected questioning. Preparation typically includes briefing packages or

similar presentation materials, and requires extensive analytical input by the incumbent and subordinates.

Subfactor 4B-4 - Purpose of Contacts - 125 Points

This position's purpose is to influence, motivate, persuade and negotiate with persons and groups to accept opinions or take actions related to advancing the fundamental goals and objectives of the Directorate. Contacts involve the commitment or distribution of major resources, when intense opposition or resistance is encountered due to significant organizational or philosophical conflict, competing objectives, major resource limitations or reductions, or comparable issues.

Persons contacted are sufficiently skeptical, or uncooperative that highly developed communication, negotiation, conflict resolution, leadership, and similar skills must be used to obtain the desired results.

FACTOR 5 - DIFFICULTY OF TYPICAL - LEVEL 5-8 - 1030 Points
WORK DIRECTED

The highest level of creditable base level GS (and military equivalent) WORKLOAD directed is GS-13.

FACTOR 6 - OTHER CONDITIONS - LEVEL 6-6b - 1325 Points

This position manages through subordinate supervisors who each direct substantial workloads comparable to the GS-13 level. Supervision and oversight requires significant and extensive coordination and integration of a number of important program segments of professional, technical, managerial, and administrative work.