

POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. 12852	
2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL	
Explanation (Show any positions replaced) 10808		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input 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 type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 4 - Special Sensitive	
						13. Competitive Level Code	
						14. Agency Use	
15. Classified/Graded		Official Title of Position		Pay Plan	Occupational Code	Grade	Initials
a. U.S. Office of Personnel Management							
b. Department, Agency or Establishment							
c. Second Level Review							
d. First Level Review		Project Director		GS	0301	12	efw 4/1/03
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 PM STI			
a. First Subdivision				d. Fourth Subdivision			
b. Second Subdivision PEO STRI				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 LTC Christopher F. Kurek, PMSTI				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)			
Signature		Date		Signature		Date	
		3 MAR 03					
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 Miscellaneous Administration and Program Series, GS-301, July 1999, HRCD-7; Administrative Analysis Grade Evaluation Guide, July 1999, HRCD-7.			
Typed Name and Title of Official Taking Action Sharon Hightower, Chief, Human Resource Management Division				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		Signature		Date	
		31 MAR 03					
23. Position Review		Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)							
b. Supervisor							
c. Classifier							
24. Remarks BUS: 7777 Position is at the Full Performance Level.							
25. Description of Major Duties and Responsibilities (See Attached)							

PROJECT DIRECTOR, GS-301-12

PM STI

INTRODUCTION

This position is in the office of the Product Manager for Simulation Technology Integration (PM STI) of the Program Executive Office Simulation Training and Instrumentation (PEO STRI). PM STI supports simulation activities in all domains (ACR, RDA and TEMO) and across the three types of training (live, virtual and constructive). PM STI is responsible for management of process initiatives, project concept development activities, application of tools, and facilities that support horizontal technology integration solutions and Army Transformation to the Objective Force. The incumbent serves as a Project Director in PM STI, directing the activities of assigned project(s).

MAJOR DUTIES

1. Performs life cycle planning, management, and direction of assigned projects. Program plans are based on a comprehensive analysis of the requirements. Translates requirements into discrete, attainable objectives, establishes goals and milestones for tasks in support of the major project objectives. The employee makes decisions involving cost, schedule, and technical performance and trade-offs within the general guidance of the PM STI. Represents management in briefings and meetings associated with user representatives, other organizations, and contractors. Prepares and presents project status reviews to PM STI, senior PEO STRI management, and higher headquarters. Coordinates simulation requirements that affect all areas (live, constructive and virtual) and all three domains: Research, Development and Acquisition (RD&A); Advanced Concept Requirements (ACR) and Training; Exercises and Military Operation (TEMO). (35%)

2. Plans, directs, organizes, controls, coordinates, reviews and approves the efforts of project support team which includes engineering, logistics and support personnel. Directs the activities of contract negotiators, contract analysts, and contract support personnel assigned to the project, which requires application of knowledge of Defense procurement process and Defense Acquisition Regulations as they impact the assigned project. The project team may consist of government and support service personnel. Serves as the final point of authority to all team members, contractors and other participants on assigned projects. Maintains sole responsibility for resolving divergent viewpoints and for making critical decisions. Identifies improvements to established program management processes and procedures. Establishes goals and milestones for tasks in

support of the project goals. Incumbent will provide input to management to support the intermediate performance rating of the support personnel assigned to the project. (35%)

3. Performs financial management and control of assigned projects, requiring application of knowledge of the DoD Planning, Programming and Budgeting cycle for program funds, budgeting and management as well as knowledge of contractor financial management. Directs the activities of the program and cost analysts assigned to the project. (15%)

4. Organizes and leads multidiscipline teams to meet program objectives. Responsible for determining program status to include system design compliance to specification requirements, adherence to contractor schedule, financial control and supportability. The incumbent may be required to lead a team of experts, which will investigate a potential contractor's capability to perform under a proposed contract. (15%)

5. Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THIS POSITION - FL 1-7 - 1250 POINTS

- Incumbent must possess expert knowledge of materiel acquisition.
- Incumbent must possess a high degree of skill in program management.
- Incumbent must possess a high degree of skill in problem identification and analysis techniques/reasoning.
- Incumbent must possess a high degree of skill in both oral and written communications.
- Incumbent must possess a high degree of skill in leadership of acquisition teams.
- Incumbent must have knowledge of, and a high degree of skill in applying, acquisition regulations and directives.
- Incumbent must have knowledge of Distributed Interactive Simulation and Command and Control Constructive Simulations.

FACTOR 2 - SUPERVISORY CONTROLS - FL 2-4 - 450 POINTS

General supervision is provided by PM, or DPM who (1) assigns acquisition programs identifying goals to be achieved; and (2) relies on incumbent to plan, forecast, schedule and execute the actions necessary to achieve program objectives. Incumbent is expected to utilize ingenuity, initiative and resourcefulness in developing strategies and in managing the direction, integration, and control of all essential program elements consistent with the acquisition plan. Incumbent is responsible for integrating and control of all essential program elements consistent with the acquisition plan. Work is reviewed for accomplishment of milestones, ability to stay within funding limitations and adequacy of the end product.

FACTOR 3 - GUIDELINES - FL 3-4 - 450 POINTS

Guidelines consist of policies/regulations pertaining to the management of research, development and acquisition of Army items. As a Project Director responsible for execution of assigned projects, the incumbent exercises judgement and discretion in interpreting and implementing existing policy. Advises management of issues requiring management action to revise or waive current policies or regulations. Provides guidance for use by others within or outside the PMO as it pertains to RDT&E/Procurement Program Management and materiel acquisition activities.

FACTOR 4 - COMPLEXITY - FL 4-5 - 325 POINTS

The assignment is characterized by highly technical development projects. The incumbent leads acquisition teams comprised of technical disciplines and develops highly technical simulation systems. Changes in mission priorities, multi-year funding, and Army's vision, goals, and long term plans, require the ability to visualize results of new or revised methods, procedures or organizational structures, and other related processes.

Participates in conferences at all levels to establish cooperative relationships, present controversial and critical observations to include recommendations, and convince others to accent proposal with which they may disagree.

FACTOR 5 - SCOPE AND EFFECT - FL 5-4 - 225 POINTS

The employee serves as a Project Director with complete responsibility and authority for the management of assigned projects that support the Army Transformation to the Objective Force. The Simulations and training programs that support legacy,

interim, and Future Combat Systems (FCS) forces will be or are fielded Army-wide and impact the training of Commanders and Command Staffs at all echelons as the Army transforms to the objective force.

FACTOR 6 - PERSONAL CONTACT - FL 6-3 - 60 POINTS

Contacts are with military/civilian organization managers and support personnel involved in the program/project. Representative contacts may include MACOM staffs, Installation Commanders, Program/Project Managers, directors of major program components, and contractor representatives. Contacts may be with high level management, private industry contractors, and other professionals within and outside of PEO STRI.

FACTOR 7 - PURPOSE OF CONTACTS - FL 7-3 - 120 POINTS

The impact of these simulations and training programs will significantly effect the readiness of both active and reserve components as well as supporting materiel development and testing. Contacts are for the purpose of program approval/coordination and monitoring of contractor performance. Incumbent will represent PM STI of PEO STRI to all levels in management regarding program planning, funding and execution, as well as cooperative efforts among services and Department of Defense (DoD) agencies.

FACTOR 8 - PHYSICAL DEMANDS - FL 8-1 - 5 POINTS

Work is primarily sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, or small parts; or driving an automobile. No special physical demands are required to perform the work.

FACTOR 9 - WORK ENVIRONMENT - FL 9-1 - 5 POINTS

Work is performed both in an office and field setting. The office work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles. The office work area is adequately lighted, heated, and ventilated. Work at the field activities can require working without modern conveniences to include lighting, air-conditioning and plumbing. Moderate to extensive travel to attend meetings at contractor sites or field activities is required.

TOTAL POINTS: 2890