

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

1. Agency Position No.

NI 05613

Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced)	3. Service <input checked="" type="checkbox"/> New <input type="checkbox"/> Dept'l <input checked="" type="checkbox"/> Field	4. Employing Office Location ORLANDO, FL	5. Duty Station Research Park	6. CSC Certification No.
	7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Employment/Financial Stmt Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
IA N D2059001	10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify)	11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> Critical <input checked="" type="checkbox"/> Noncritical <input type="checkbox"/> Nonsensitive	13. Competitive Level Code 13-58
				14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	Project Director	GS	301	13	JG	12/28/87
e. Recommended by Supervisor or Initiating Office	Project Director	GS	301	13		

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacancy, specify)

18. Department, Agency, or Establishment Department of the Army	c. Third Subdivision Project Manager I VARIOUS
a. First Subdivision Army Materiel Command (AMC)	d. Fourth Subdivision PM for Ground Combat Training (XG)
b. Second Subdivision STRICOM	e. Fifth Subdivision

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 JOHN C. GALE, LTC, Product Manager Armor Training Devices	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) WILLIAM MARROLETTI, Deputy Project Manager PM TRADE
Signature: <i>J.C. Gale</i> Date: 28 Dec 87	Signature: <i>W. Marroletti</i> Date: 12/28/87

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 Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.

22. Standards Used in Classifying/Grading Position  
GS-301, Jan 79; GS-343, Feb 72

Typed Name and Title of Official Taking Action  
OZ CORBIN, JR.  
Personnel Management Specialist

Signature: *Oz Corbin Jr.* Date: 12/29/87

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 Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

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

24. Remarks  
Position is at the full performance level

25. Description of Major Duties and Responsibilities (see attached)

### SUPERVISORY CONTROLS

General supervision is provided by PM and/or Deputy, PM Armor 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. Work is reviewed for accomplishment of milestones, ability to stay within funding limitations and adequacy of the end product.

### MAJOR DUTIES

As a designated agent of PM TRADE, incumbent serves as a Senior Project Director (PD) with overall responsibility for managing the development, production and fielding of assigned Armor related training device projects. Typically, these programs are critical to the United States Army in terms of overcoming a valid training void through the application of simulation technology and acquisition of a training device which will meet the need by providing realistic and effective training to military personnel. The projects may entail extensive research and development for sophisticated and complex systems such as National Guard Trainers (GUARDFIST I and II), Tank Weapons Gunnery Simulation Systems, Armor Maintenance Training Systems and Armor Driver Trainers.

1. Incumbent plans, directs, organizes, controls, coordinates, reviews and approves the efforts of engineering, technical and support personnel of PM TRADE, the Naval Training Systems Center and contractors so that the proposed training system is consistent with cost, schedule and performance requirements. Exercises centralized authority and control over all program resources. Determines composition of team of professional and technical specialists, with team usually consisting of an engineer, psychologist, education specialist, financial manager, contract negotiator, logistics management specialist and other support personnel as required. Serves as the final point of authority to all team members, contractors, DCAS personnel and other participants on assigned projects. Maintains sole responsibility for resolving divergent viewpoints and for making critical decisions resulting from unforeseen situations which develop on an almost daily basis, i.e., employing contractor proposed new approaches which may significantly enhance the device configuration but entail additional unplanned funding. Establishes processes and procedures to facilitate program management and task accomplishment. Plans, organizes and schedules concurrent activities by team members, defining the standards for quality and timeliness and assessing results in terms of schedule, cost and risk involved. Through daily contact with team members and analysis of periodic reports, ascertains the status of projects, difficulties encountered, etc. Provides team members' supervisors of record information concerning work performance for consideration in employee performance evaluations.

2. Develops a life cycle plan based on a comprehensive analysis of the training device requirements, from program initiation through deployment and operational phases. Defines program requirements such as design, funding, integrated logistics support, manufacturing technology, system performance, reliability, maintainability, durability, etc.; translates requirements into discrete, attainable objectives, scheduled to coincide with the expected date of delivery. Applies a working knowledge of all functional areas involved in the development of a schedule which will result in the integration and completion of all program elements.

3. Periodically schedules and conducts preliminary Design Review, Critical Design Review, etc., during the training device acquisition process to evaluate progress and technical adequacy, assure understanding of the total requirement and established integrity of the design described in the specification. Analyzes results of reviews and tasks team members to develop approaches to correct present or anticipated deficiencies. Plan, directs and coordinates scheduled and unscheduled program functional reviews with contractor. Synchronizes these reviews and other activities to assure that significant findings and accomplishments of intermediate goals or major milestones are reported. Conducts unscheduled reviews when significant deviation from the planned effort is identified, i.e. slippage from anticipated milestones, test problems, etc. May direct the discontinuance of further development which will extend the schedule and necessitate additional costs when, in incumbent's opinion, the essential training device requirements have been achieved. Resolves matters wherein the contractor is unable to comply with certain contractual obligations or is unable to fulfill particular specifications.

4. Plans, schedules and coordinates developmental and operational testing with major commands. Conducts a variety of examinations throughout the training device acquisition process to determine how well the system is meeting or will meet its technical and operational requirements; provides data which serve as a basis for decisions concerning development and operational risks; verifies that previously identified technical, operational and support problems have been corrected and allow direction of further remedial action as necessary.

5. Plans for and participates in the Development Acceptance In-Process Review with representatives from DA, AMC and TRADOC, to evaluate the effectiveness, producibility and suitability of the training device and to make recommendations concerning type classification and entry in production. Prepares formal comments/recommendations concerning the proposed courses of action. Serves as PM TRADE representative and point of contact with TRADOC, AMC, and appropriate commodity commands. Keeps informed on all aspects of assigned programs in order to conduct briefings, respond to inquiries, furnish authoritative technical advice and offer recommendation on matters such as the continuation of actual termination of a particular program when the Army's interests are not being served. Serves as co-chairman of the Transition Planning and Tracking Group during development and production phases, formulating plans for the orderly transition of the delivered system to designated readiness commands.

Performs other duties as assigned.

**NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 05613002**

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