

POSITION DESCRIPTION (Please read Instructions on the Back)

1 Reason for Submission: Reestablishment New Other

2 Agency Position No: **ML08491002**

3 Service: Active Retired

4 Employing Office Location: **Orlando, FL**

5 Duty Station: **Research Park**

6 OPM Certification No:

7 Fair Labor Standards Act: Exempt Nonexempt

8 Financial Statements Required: Yes No

9 Subject to IA Action: Yes No

10 Position Status: Competitive Excited (Specify in Remarks)

11 Position: Supervisory Non-Supervisory

12 Sensitivity: 1-Non Sensitive 2-Moderate Sensitive 3-High Sensitive

13 Competitive Level: **14-07**

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						
d. First Level Review	Program Manager	GS	340	14		11/17/92
e. Recommended by Supervisor or Inacting Office	Program Manager	GS	340	14		

16 Department Agency or Establishment: **Department of the Army**

17 Name of Employee (if vacant, specify): **Product Manager Simulation Technology Integration**

18 Organizational Title of Position (if different from official title):

19 Department Agency or Establishment: **U.S. Army Materiel Command**

20 First Subdivision: **U.S. Army STRICOM**

21 Second Subdivision:

22 Third Subdivision:

23 Fourth Subdivision:

24 Fifth Subdivision:

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

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.

21. Typed Name and Title of Immediate Supervisor: **STEPHEN S. OVERSTREET, COL, AR**
Acting Manager PO CAAN

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

Signature: *[Signature]* Date: **17 Nov 92**

Signature: *[Signature]* Date: **11/17**

23. 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.

24. Person Classification Standards Used in Classifying/Grading Position: **OPM PCS for Program Management Series, GS-340, Oct 65 and SGEI Jul 91**

25. Typed Name and Title of Official Taking Action: **JIMMY H. WILLIAMS, DEP CDR STRICOM**

Signature: *[Signature]* Date: **11/17/92**

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 (1) FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

26. Person Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks: **Position is at full performance level**
BUS: 8888
MPU: X2011

25. Description of Major Duties and Responsibilities:

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19 Nov

scientific educational and industrial organizations, and other government agencies and installations. Investigates development trends in allied fields of civilian endeavors; observes production methods in industry, studies technical and scientific publications, analyzes foreign material and publications. Serves as the senior PM ~~MAN~~ authority on rationalization, standardization, and interoperability.

b. Serves as the senior advisor and consultant within PM ~~MAN~~ ^{SII}; serves as the Product Manager's principal representative at high level conferences and meetings with representatives from OSD, HQDA, AMC, PM ~~MAN~~ ^{SII}, other services, commands and agencies, private industry and agencies, private industry and foreign nations on all matters required to monitor and coordinate the combined efforts of the Army team in expediting assigned projects. Serves as a principal technical advisor to PM ~~MAN~~ ^{SII}, AMC, and HQDA regarding all aspects of management within the area of responsibility. Maintains continuous liaison and participates in monitoring collaborative planning with military users, HQDA staff and other agencies, as required, to render advice and counsel on assigned management activities. Visits and conducts program accomplishment. Represents the Product Manager in meetings, working groups, and committees with other services, Army agencies and other commands in connection with major policy and procedural matters. Has the authority to formulate and state the position of the Product Manager and to make commitments for action.

2. Serves as the Deputy Manager ~~MAN~~ ^{SII} responsible for oversight of projects and for development of assigned ~~MAN~~ ^{SII} products that meet Dept. of Army requirements. Manages activities that require use of state-of-the-art technologies and exploratory development issues with use of commensurate simulation and studies. Efforts involved in development of new ~~MAN~~ ^{SII} ~~air simulators and simulators~~ are often recognized as extending the theoretical boundaries of the sciences. Approaches may include adaptation of principles learned from newly-discovered laboratory concepts and extension of results learned from simulations and models.

a. Exercises supervision over all programs assigned to PM ~~MAN~~ ^{SII}, including engineering, materiel requirements, testing, procurement, product improvement, product assurance, distribution, materiel standardization, cataloging, configuration management, and other program activities. Insures that necessary policy guidance and instructions are issued to all Army elements providing functional support, or engaged in the execution of actions and services, placing requirements on these elements for completing assigned tasks.

b. Accomplishes executive management reviews of HQDA, AMC and PM ~~MAN~~ ^{SII} budget and programming documents. Through analysis and evaluation of current programs, budgets, state-of-the-art, and with the Product Manager, develops and/or participates in the development of comprehensive time-phased and timecosted programs designed to meet mission requirements. Conducts reviews and analyzes all programs assigned to PM ~~MAN~~ ^{SII}. Advises the Product Manager of capabilities to accomplish objectives set forth, indicating areas requiring assistance or revision by higher headquarters. Directs other AMC, HQDA, and OSD activities supporting the

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systems to assure proper balance consistent with requirements and available resources. Plans, directs and controls the submission of technical requirements for the U.S. Army. Manages the life cycle of assigned items. Applies broad professional knowledge and extensive and diversified background in the research, development, logistics, procurement, production and field operations to the management and execution of the program. Procurement responsibilities for Army and other customer represents a \$40M per year program investment. Supports the preparation of comprehensive DIS master/modernization plans and assures that balanced DIS programs are implemented. Ensures that PM ~~CA~~ participates in appropriate Working Groups and serves as the representative on sources selection boards.

3. Outlines responsibilities, delegates authority, and establishes standards for subordinate Project Directors and other designated subordinate personnel. Acts as approving authority on performance standards and appraisals for all second line supervisors; reviews appraisals and evaluations made by these supervisors of their employees. Establishes PM ~~CA~~ personnel management and Equal Employment Opportunity (EEO) plans and policies.

Performs other duties as assigned.

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The incumbent carries out Army policies, special emphasis programs: i.e., Equal Employment Opportunity, Position Management, Occupational Health and Safety, Integrity and Efficiency, Competition Advocate and Acquisition Management.

With respect to Position Management and Position Classification, incumbent's responsibilities include ensuring that the organization supervised conforms to the best principles of effective position management reviews show a need to improve staffing, assuring that the position descriptions of all employees within the organization supervised accurately describe currently assigned duties and responsibilities; and submitting position qualification documentation within the frame required by regulation.

Also, incumbent ensures that adequate internal controls systems (fraud, waste, or abuse) are developed and operative so that government resources are efficiently and effectively managed.

CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 0849/002

"This is 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."