

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New Establishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location ORLANDO, FL	5. Duty Station RESEARCH PARKWAY	1. Agency Position No. NL08747
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		6. OPM Certification No.	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)		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"/> 3- Critical Sensitive <input checked="" type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive	
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. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	PROJECT DIRECTOR	GS	301	13	bp	5/27/97
e. Recommended by Supervisor or Initiating Office	PROJECT DIRECTOR	GS	301	13	BP	6/16/97

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

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY	c. Third Subdivision Project Manager for Combined Arms TAC (X)
a. First Subdivision SIMULATION, TRAINING & INSTRUMENTATION CMD	d. Fourth Subdivision PM for Ground Combat Training (XG)
b. Second Subdivision	e. Fifth Subdivision

Employee Review—This is an accurate statement 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 violation of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor MATTHEW J. FAIR, LTC, ARMOR, PM GCTS	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) ROBLE T. JOHNSON, COL, AR, PM TRACE
Signature 	Signature William A. Ruckel
Date	Date 5/27/97

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
OPM PCS for Miscellaneous Admin & Program Series, GS-301, Jan 79; & Management Analysis Series, GS-343, Feb 72

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 M. SKURKA, DEPUTY TO THE COMMANDER

Signature
J. M. Skurka

Date
27-97

23. Position Review	INITIALS	DATE								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
POSITION IS AT THE FULL PERFORMANCE LEVEL. BUS: 7777

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

FMS PROJECT DIRECTOR, GS-301-13

INTRODUCTION

Position is located in the Product Manager for Ground Combat Training Systems (PM GCTS).

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 simulation and Distributed Interactive Simulation (DIS). The Commander centrally directs, coordinates and supports the material development, acquisition and sustainment activities through the functional/matrix organization and four project managers.

MAJOR DUTIES

As a dedicated agent of PM GCTS, incumbent serves as a Foreign Military Sales (FMS) Project Director (PD) with overall responsibility for managing the production and fielding of selected training devices in support of the U.S. Government FMS programs. Incumbent leads a multidisciplinary team of matrix support functionaries through the stages associated with an FMS acquisition program.

1. Incumbent plans, directs, organizes, controls, coordinates, reviews, and approves the efforts of STRICOM, Naval Air Warfare Center - Training Support Division (NAWC-TSD), and service support contractor personnel to ensure that the proposed training system procurements are consistent with cost, schedule and performance requirements and meet the customers' expectations. Determines composition of procurement team which consists of professional and technical specialists (engineer, logistician, training/publication specialist, contract specialist, quality engineer/tester, resource manager, configuration manager, and others as required) that are dedicated to meeting the end user's requirements. Serves as the final point of authority to all team members, contractors, Defense Contract Administration Management Office (DCAMO) personnel, US Army Security Assistance Command (USASAC), the FMS Customer and other participants on assigned projects. Maintains sole responsibility for resolving divergent viewpoints and program conflicts, and for making critical decisions resulting from unforeseen situations which develop on a daily basis, i.e., employing contractor proposed approaches which may significantly enhance the device configuration but entail additional unplanned funding or reassessment of schedule goals. 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 information concerning work performance for inclusion in employee performance evaluations.

2. Develops acquisition strategies based on a comprehensive analysis of the training device requirements, from program initiation through development, production, deployment, and operational phases. Develops initial program budget estimates, to include labor, travel, contract, and support costs, in support of the generation and approval of the associated FMS cases. 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 requirements.

3. Periodically schedules and conducts meetings with device contractors and FMS customers during the training devices acquisition process to evaluate progress and technical adequacy, assure understanding of the total requirement and establishes integrity of the design described in the specification. Analyze results of reviews and tasks team members to develop approaches to correct present or anticipated deficiencies. Plans, 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. Conducts a variety of examinations throughout the device acquisition process to determine how well the contractor and its technical solution(s) is meeting or will meet its technical and operational requirements; provides data which serve as a basis for decisions concerning production risks;

verifies that previously identified technical, operational and support problems have been corrected in a timely manner. Plans, schedules and coordinates with major commands, as required, the use of subject matter experts for testing.

5. Plans for and participates in USASAC sponsored In-Process Reviews with representatives from USASAC, DA, AMC, TRADOC, the FMS customer and other commands as required, to evaluate the effectiveness, producibility and suitability of the training device and the contractor's effort. Prepares formal comments/recommendations concerning the proposed courses of action. Serves as the STRICOM representative and primary point of contact for USASAC, AMC, the FMS customer and appropriate commodity commands. Keeps informed and up to date on all aspects of assigned programs in order to conduct briefings, respond to inquiries, furnish authoritative technical advice and offer recommendations on matters such as the continuation or actual termination of a particular program when the U.S. Army's and foreign customer's interests are not being met.

6. Performs other FMS related duties as assigned.

FMS PROJECT DIRECTOR, GS-301-13

FACTORS

FACTOR 1 - KNOWLEDGE REQUIRED

Knowledge and understanding of the DOD material acquisition process to include a demonstrated working knowledge of the DOD 5000 series directives/instructions, and the FAR.

Knowledge of the contractual and funds management processes associated with the acquisition of simulation and training systems.

Knowledge of U.S. Army Security Assistance Command (USASAC) rules and regulations.

Incumbent must possess a high degree of skill in program management.

Incumbent must possess a high degree of skill in problem identification and resolution via the use of analytical techniques and reasoning.

Incumbent must possess skill in the organization and leadership of multidisciplined-disciplined acquisition team(s) using a matrix management organization.

Incumbent must possess skill in both oral and written communications.

Incumbent must have knowledge of and experience with the acquisition of training aids, devices, simulators, and simulations (TADSS) or other similar complex weapons systems.

FACTOR 2 - SUPERVISORY CONTROLS

General supervision is provided by PM and/or Deputy PM, Ground Combat Training Systems. PM GCTS assigns Foreign Military Sales (FMS) acquisition programs, identifies goals to be achieved, and 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 strategy. Work is reviewed for achievement of schedule goals, ability to manage within funding constraints, suitability and quality of the end product, and customer satisfaction.

FACTOR 3 - GUIDELINES

Guidelines consist of Federal, DOD, Army, and USASAC regulations and policies pertaining to material acquisition in addition to those pertaining to the acquisition of military items for foreign customers. As a specialist in program planning and management, the incumbent exercises judgment and discretion in interpreting and applying existing regulations/policies; develops guidance for use by others pertaining to the specific acquisition; and participates in the review and update of acquisition regulations/policies to meet the evolving material acquisition environment.

FACTOR 4 - COMPLEXITY

The assignment is characterized by highly technical procurement projects, many costing in excess of \$20M. Since all of these programs have focused interest from USASAC, Department of State, and foreign countries, program management is often raised to a much higher level of intensity. Often responding to Princes, Kings, foreign dignitaries, and USASAC headquarters, the incumbent will work within a broad spectrum of higher ranked executives. Aside from the external interfaces, the incumbent will lead an acquisition team(s) made up of individuals from a matrix of technical multifunctional people.

FACTOR 5 - SCOPE AND EFFECT

The incumbent serves as the project director for assigned projects with complete responsibility for the acquisition of those projects. These acquisitions have a significant impact on the readiness of our allies and on the goodwill of our foreign relations.

FACTOR 6 - PERSONAL CONTACTS

Regular and recurring contacts with officials from USASAC, foreign dignitaries, state department action officers, STRICOM chain of command, and contractor program managers. Contacts involve day-to-day telephone calls, electronic mail, person-to-person in unstructured settings, and in formal meetings and presentations.

FACTOR 7 - PURPOSE OF CONTACTS

Contacts are made for the purposes of coordinating estimates, requirements, information transfer, decision briefings, approvals, and execution of assigned TADSS acquisitions.

FACTOR 8 - PHYSICAL DEMANDS

Work is primarily sedentary. However, this assignment requires travel to foreign countries which may not have the amenities we are accustomed to here in the USA.

FACTOR 9 - WORK ENVIRONMENT

Work is performed primarily in an office environment except for those times when systems are to be installed and tested on-site in a foreign country.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 08747

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