

LOGISTICS MANAGEMENT SPECIALIST
GS-0346-12

INTRODUCTION

This position is located in STRICOM, Logistics ^{Readiness Division (LR)} ~~Instrumentation Targets & Threats Simulation Branch (LTI)~~.

The mission of the Branch is to plan, coordinate, and manage Maintenance Logistics Support Planning for training device material acquisition programs. The training equipment supported are air, ground, and electronic warfare training systems. The equipment reflects the most advanced theories and concepts in a rapidly changing technological field. The incumbent serves as a Logistics Management Specialist responsible for the integrated Maintenance Logistics Support Planning for training devices and the technical documentation supporting devices procured and/or supported by STRICOM.

MAJOR DUTIES

Incumbent is engaged in the development and execution of integrated maintenance logistics support planning for STRICOM projects. The training equipment supported are electronic, digital, and electromagnetic devices and hardware which simulate the characteristics of aircraft, tanks, armaments, etc. The equipment reflects the most advanced theories and concepts in a rapidly changing technological field. The incumbent participates in the development of Integrated Logistics Support (ILS) requirements encompassing the maintenance philosophy, technical manual development, training course development, support and test equipment, technical data generation, spare/repair parts, and contractor logistics support functions.

1. Establishes criteria, monitors the contractors performance and certifies to the Contracting Officer as to the quality, adequacy, and accuracy of the Technical documentation.

50%

2. Participates in the management of all functions of the maintenance/life cycle support for assigned programs. Specifically, the incumbent's maintenance program responsibilities include technical publications, provisioning, training, modifications/upgrades, and maintenance support planning. Provides advice, assistance, and training recommendations to other personnel on such matters as how to service, maintain, operate, train, test, and repair assigned training devices. Evaluates contractor proposals for compliance with specific program requirements to ensure proper life cycle logistics support.

25%

3. Prepares contract proposal requirements and schedules for the acquisition and life cycle support for the operation, training, and maintenance of training devices. Develops plans, alternative and impact statements, and other relevant criteria concerning Integrated Logistics Support (ILS) policies and maintenance concepts required for the life cycle logistics support.

15%

4. Develops Technical Data Support Package requirements to conform to and become part of the Integrated Logistics Support Program for training devices/systems, specifically determining the type and scope of technical documentation and the cost and lead time estimates.

10%

PERFORMS OTHER DUTIES AS ASSIGNED.

FACTOR 1. KNOWLEDGES REQUIRED BY THE POSITION.

Knowledge of the principles, methods, practices, and techniques associated with the development of Maintenance Support Concepts in order to define requirements for technical documentation to be prepared by contractors and to review technical documents submitted for accuracy and adequacy in support of training devices, equipment, and systems under development by STRICOM.

Knowledge of contracting procedures and technology required to develop plans to ensure timely introduction of new or revised procedures, techniques, or operational concepts into the technical documentation.

Knowledge of effective communication techniques and protocol required to advise and guide personnel at STRICOM activities, DOD and Foreign Military Agencies on matters pertaining to specialized areas of development related to technical documentation for training equipment/systems.

General knowledge of Integrated Logistics Support principles, techniques, and theories required to plan and develop new maintenance training concepts related to complex electronic training devices and to review technical documentation submitted for completeness, adequacy, and accuracy.

Knowledge of Army and AMC directives, Government contract terminology and forms used to prepare procurement packages.

Knowledge of the duties, responsibilities, and limitations of the Project Director and the Contracting Officer's Technical Representative (COTR).

Knowledge of cost estimating procedures to estimate costs for new and/or updated technical documentation.

FACTOR 2. SUPERVISORY CONTROLS.

The incumbent is supervised by the Chief, Logistics Support Branch. Projects are assigned by the supervisor on a continuing basis by subject matter. The action to be taken is based on the supervisor's determination regarding usefulness, resources available, costs, and priorities. After approval of an initial proposal, the incumbent is expected to develop plans and carry out a course of action with little or no supervisory guidance. The incumbent works independently from inception of the design and approval of plans through project completion. Review of the incumbent's work is primarily for accomplishment of program objectives, consistency with STRICOM and AMC program policies, philosophy and goals, and quality of contributions to improvements in the technical documentation area. The incumbent's work products are relied upon for soundness, accuracy, adequacy of technical detail and are normally not reviewed for such purposes.

FACTOR 3. GUIDELINES.

Guidelines include Army regulations, AMC regulations, STRICOM and other Federal laws, regulations, policy statements, and other similar criteria pertaining to ILS operations and related specializations. These guidelines typically do not provide detailed and specific procedures, precedents, and other relevant information; therefore, the incumbent has to use a high degree of judgement to resolve complex problems and plan ILS strategy that effectively integrates and coordinates the organization's needs for procurement, operation, and maintenance required for the success of the overall mission are available at the proper time and at the proper level of intensity.

FACTOR 4. COMPLEXITY.

The incumbent advises designated STRICOM Logistics Managers, Project Directors, and/or Chief LDM concerning potential problems related to the Life Cycle Support and develops proposals for solutions. The incumbent provides input for justification of funding, aids in negotiating contracts for development of technical documentation and maintenance concepts for training equipment, and follows through to determine effectiveness and need for adjustment after delivery and installation. The

assignment involves equipment and systems that are technologically complex and that require new and comprehensive technical documentation. These approaches require a long-term effort to effect change and improvement requiring a broad perspective of the entire situation in the technical field of expertise.

FACTOR 5. SCOPE AND EFFECT.

This position contributes to the overall effectiveness of the Branch by planning, developing, and directing the acquisition of operation and maintenance documents for training equipment and systems. The purpose of the work is to work with the Logistics Managers, Project Directors, and other organizational members to develop, implement, and monitor ILS services that identify the specific requirements for money, manpower, material, facilities, maintenance, and processes needed to attain overall mission goals.

FACTOR 6. PERSONAL CONTACTS.

Contacts are with government and non-government personnel involved in the acquisition of training devices. The contacts are not routinely established; the purpose of each contact may be different. The roles of the incumbent and other party are established during the contact.

FACTOR 7. PURPOSE OF CONTACTS.

Represents STRICOM ILS function at meetings and conferences; provides ILS information to US Army and civilian managers requiring logistics support; presents ILS status reports and projections; provides ILS data to contractual and other planning and program personnel; analyzes effectiveness of contractor's efforts and resolves differences between ILS contract provisions and the contractor's product; and advises on such matters as financial and manpower resources as may be required.

FACTOR 8. PHYSICAL DEMANDS.

The work is usually performed sitting at a desk, in conferences, briefings, meetings, etc., or riding in an automobile or public transportation. The incumbent may be required to make visits to industrial or maintenance sites, military equipment test areas, etc. Travel by air will be required.

FACTOR 9. WORK ENVIRONMENT.

Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 0919006

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