

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription of establishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other <i>(Show any positions replaced)</i>					3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location ORLANDO, FL		5. Duty Station ORLANDO, FL		1. Agency Position No. NL09347	
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		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)		13. Competitive Level Code 14-11	
11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither					12. Sensitivity 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive <input type="checkbox"/>		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	PROCUREMENT ANALYST	GS	1102	14	DLC	
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 Policy Division (AP)	
a. First Subdivision STRICOM		d. Fourth Subdivision	
b. Second Subdivision DIRECTORATE OF ACQUISITION		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 _____

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) _____

Signature: D. L. CREECH Date: 10-10-94

Signature _____ Date _____

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 GS-1102 dtd 12/83

Typed Name and Title of Official Taking Action
BOB CORBIN, JR, CHIEF
HUMAN RESOURCE MANAGEMENT DIV

Signature: Terrain Phillips Date: 10/14/94

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.

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

Remarks: THIS POSITION IS AT THE FULL PERFORMANCE LEVEL.

BUS: 7777

Procurement Analyst
GS-1102-14

POSITION DESCRIPTION

INTRODUCTION

This position is located in the Directorate for Acquisition, STRICOM. It will provide acquisition policy expertise to STRICOM in the planning, development and implementation of processes and procedures to support program acquisition. Under the administrative supervision of the Director of Acquisition, the incumbent will be the supervisor of small group of personnel from key disciplines that are responsible for the development of acquisition policies and administrative procedures within STRICOM.

MAJOR DUTIES

1. As a Procurement Analyst, the incumbent is the principal acquisition policy advisor to the Director of Acquisition; he supports a Division that has responsibilities to establish and implement policies and procedures related to the acquisition mission of the Command; he participates in technical and administrative functions by analyzing, planning, organizing, directing, coordinating, and controlling acquisition planning activities within STRICOM. The incumbent is recognized by all levels as having broadest authority when representing STRICOM on matters of acquisition policy, acquisition automation and making major decisions/commitments on contracting and acquisition processes and activities. Serves as a principal Procurement advisor to STRICOM for the implementation of acquisition/contract regulations, directives and the development of acquisition strategy including the selection of contract type utilizing DA and AMC acquisition policies. Keeps the command informed of all changes and or anticipates changes in DOD/ARMY/NAVY acquisition and contracting policies/procedures.

Acts as principal representative of STRICOM in dealing with contractors, other governmental groups, contracting offices, and DOD agencies, expressing policy and making commitments where appropriate. This ranges from face-to face negotiations with high level industry personnel to meeting with OSD management officials. 10%

2. As a senior STRICOM civilian acquisition specialist, advises Project Managers, Program Managers and Project Directors on acquisition matters for planning and preparation of acquisition planning and implementation documents and insures their awareness of Army/Navy Policies in these areas. Reviews all significant acquisition actions presented for approval to the Commander and incorporates lessons learned into the acquisition process. This includes review of all unusual, extremely high dollar value or sensitive transactions, and those requiring approval of higher authority, i.e., OSD. 20%

3. Acts as contact and liaison officer between Navy management staff of the Contracts Department and STRICOM on acquisition and contractual automation matters related to of Army systems. Serves as the prime coordinator for acquisition analysis, planning, and policy activities requiring extensive contact with (and coordination between) Army, Navy contractor and subcontractor personnel to ensure the timely and orderly integration of Army requirement modifications, revisions of clarifications into current or proposed contract provisions. Expert knowledge of pertinent contract details, format, real or potential problems, and numerous other factors having a bearing on the status of Army acquisition program is necessary to coordinate effectively with the various strata of professional, technical, military and industry personnel involved in these activities. Monitors ongoing programs

and activities, contract proceedings, and, as required, attends meetings and conferences at AMC or higher level, with other services and with contractors. Identifies problems which have a significant impact on programs. This includes development of programs and policies, maintenance of good public relations, and making independent decisions within broad policies. 15%

4. Maintains continuing surveillance over STRICOM operations through written and oral reports, correspondence review, consultation with Project managers and Directorate Heads, and personal observation. Directs corrective action when required. Maintains cognizance over Policy Division workloads, deadlines, priority programs, and operational trends in order to recognize problems, resolve conflicts, and recommends or institutes corrective action. 25%

5. Maintains cognizance broad programs emanating from higher headquarters or generated by new systems. Program support is provided to the Army, Navy, Air Force, and designated foreign governments. Attends meetings and conferences at the staff and command levels pertaining to policy, technical revisions and program objectives. Attends acquisition planning briefings and provides expert advise pertaining to the development of contractual documents. Confers frequently with other key military and civilian personnel in coordinating plans and operation on matters such as budget preparation, acquisition/contracting programs, production, resource requirements and allocations, and long range planning. 15%

6. Maintains continual contact and follow-up leaders of industry in order to ascertain any changes in trends, working relationships, company policies, etc. This liaison is vital in that information must be obtained without delay, and adjustments incorporated into the solicitation preparation process. 15%

Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Exceptional managerial know-how and administrative ability to organize, and plan the solicitation preparation operations of a high visibility organization with tri-service impact and with complex acquisition problems.

The highest order of expertise relative to the broad spectrum of laws, principles, practices, and regulations governing the acquisition/contracting process. Thorough command of all contracting procedures, unusual contractual arrangements pricing techniques, contract characteristics, negotiation techniques, and overall commercial business acumen. Skill in applying this knowledge to a wide variety of complex and difficult acquisition programs where many cases are unique and no precedents exist.

Master of acquisition and logistics concepts, including but not limited to, initial and follow-on actions for defense contract administration services policy and procedures, systems engineering, reliability improvement warranties, quality control and inspection concepts, cost analysis, and supply system general organization. All are prerequisites to a total comprehension of essential relationships throughout the acquisition process.

Ability to create and apply new developments and approaches to obstinate problems not readily susceptible to resolution by past procedures and practices.

Business acumen requisite to resolving complex and possibly controversial problems, recognizing that only the most broad and limited advice can be obtained from higher echelon, and then only in the most rare cases due to the lack of precedents and the exigency of need normally encountered in the contracting process.

Keen analytical and conceptual ability to review, interpret, and implement new, complex DOD policies and procedures; capability to analyze problems and create basis for action through understanding of cause and effect relationships, many being heretofore unencountered.

Ability to coordinate program efforts both internal and external to STRICOM, and the insight to consider internal relationships and outside factors in making decision, including such items as program budget objectives and resources, community relations, Congressional relations, labor management questions, and liaison with other Federal Activities.

SUPERVISORY CONTROLS

Works in concert with and is administratively supervised by the Director for Acquisition. Operates under broad programs, policies, and procedures prescribed by public laws, DOD and STRICOM. Responsible for the planning, design, organizing and directing of acquisition policy instruments. Acts on matters concerning revision or deviation from policy and procedure of a major nature, long term planning and/or center and agency wide coordination on major issues/problems. Incumbent is delegated authority to direct all phases of the STRICOM acquisition automation program. Major policy decisions are considered to be technically authoritative and are normally accepted without change.

GUIDELINES

Acquisition guidelines normally take the form of directives issued by the office of Federal procurement Policy, DOD regulations, principally the DFAR (Defense Federal Acquisition Regulation) Contracting Directives. These require considerable specific analysis, interpretation, and implementations of newly enacted statutory requirement in areas ranging from socially and economically disadvantaged contracting procedures, equal employment opportunity compliance to uniform Cost Accounting Standards. The incumbent must use extensive judgement and ingenuity in interpreting and implementing (to include deviating from) extant guidelines and is looked upon as a leading Command (STRICOM) authority in the development and interpretation of required contracting guidelines.

COMPLEXITY

The mission of STRICOM is to contribute to the DOD and Services operational readiness by developing and sustaining warfighting skills, creating a synthetic environment to evaluate concepts and support requirements definition, and support materiel development and test and evaluation, by conducting research, design, development, test, evaluation, procurement, and analysis, and to perform such other functions and tasks as directed by higher authority.

The Procurement Analyst is routinely faced with decision making in undefined areas requiring extensive probing and analysis to determine the nature and scope of the problem. This work requires continuing efforts to resolve unyielding problems. This involves several phases of activities being pursued concurrently with both inside and outside support. These tasks are characterized by little precedent, conflicting priorities, and frequent changes.

The operations cover the complete acquisition cycle, as well as contracts for service contract requirements. Complex contractual provisions are routinely encountered, particularly in the area of quality and conformance with specifications. Contracts are primarily in support of new simulation, simulator, target and instrumentation systems, consistently pushing the state

of the art. Contracts with delivery schedules longer than five years are not uncommon. These long lead times for complex systems result in difficult contract preparation alternatives due to the number of alternatives, consideration of technological advances, evaluation of program and technical needs, evaluation of time constraints, and determination of cost.

The work is characterized by numerous concurrent unpredictable events due to changes in program requirements (quantities and priorities) specification, business decisions by contracts, etc. Extensive analysis and probing are constantly entailed to insulate, define, and resolve issues and problems. Since guidelines and actual commercial business circumstances are subject to frequent and substantial changes, there is a continuing effort entailed in developing and implementing new concepts and approaches, as applied to both individual transactions and overall policies and procedures.

SCOPE AND EFFECT

The purpose of the position is to plan, organize, and implement STRICOM acquisition policy and develop tools to implement these policies. This effort significantly affects numerous other contracting offices by improving responsiveness to customer requirements and insuring that mission responsibilities are met and maintained. The acquisition management and business acumen provided by the incumbent in concert with that of the Director significantly contribute to the effectiveness of STRICOM contracting program and provide criteria for measuring and insuring adequate performance. Recommendations and commitments are accepted as authoritative.

PERSONAL CONTACTS

This position entails numerous high level contacts with DA and OSD management personnel relative to all phases of STRICOM operations. Contacts with high level training system program managers, engineers, contracting managers to include other Services and officials of the other Government agencies, e.g., the Small business Administration and the Defense Logistics Agencies are routinely encountered. There is also a significant incidence of contacts with high level officials and officers of firms having contractual dealings with STRICOM, as well as major marketing representatives of firms which compete for contract awards.

PURPOSE OF CONTACTS

Contacts with STRICOM personnel relate to all phases of solicitation preparation operations, ranging from workload management to acquisition planning, to resources management, to policies and procedures. They routinely entail justification, negotiation and settlement of significant management policies and issues. Dealings with high level Government agency personnel typically center upon issues of acquisition policy and procedures, contract support (and the adequacy thereof) of high visibility programs, and the business and contracting acumen of proposed acquisition actions being reviewed at the OSD level. As such, STRICOM positions must be justified, defended, revised if necessary, and finalized as overall DOD positions.

PHYSICAL DEMANDS

The work is sedentary and entails no special physical demands. However, from time to time, there are intensive mental and emotional demands encountered. Incumbent can be expected to perform extensive travel.

WORK ENVIRONMENT

The work is performed in a typical office setting which is adequately heated, lighted, and ventilated. Frequent travel by commercial air is required.

PERSONAL DATA - PRIVACY ACT OF 1974

X-NL09347001 CPC1
N,__,,3 4 7 0 0 1
JEE PAS-AUTH 0000 STR ST ORLANDO STR FL
FLNL
USAMC STRICOM 32826-3224 USTRI **NIAR0191

JEJ ORG-STRUCT-ID-SHRED **APB
JRB AGCY-CD **DEPARTMENT OF THE ARMY
JPE GSA-GEOLOC **ORLANDO
88 **122360095
DT-PD-CLASSIFIED **941014
DT-LAST-POSN-AUDIT **941014
POSN-TITLE **PROCUREMENT ANALYST
CURR-PAY-PLAN **GS
OCUPTNL-SRS **CONTRACTING **1102
POSN-GR-CIV **14

JBN
JPM
JPC
JQJ
JQP
JAO

JPD FUNCT-CLASS-IDF N/A
JPR POSN-OCCUPD-SVCE-IDENTIFY **1
JQW FLSA-IND **E
ipy

JRC AGCY-SUB-ELM-FLAG **XL
ORANGE FL

JPL DT-POSN-ESTB **941014
JGB POSN-NTE-DATE **888888

TARGET-GR-CIV **J

JQH

JQT COMP-LEV **1411
JQL PAY-BASIS **PA
JQN

PAY-TABLE-IDENT
PSN-LOCALITY-PAY-AREA **REST OF CONTIGUOUS UNITED STATES
**88

JZX POSN-WRK-SCHED **F
JPQ POSN-SNSVY **NONCRITICAL SENSITIVE **2

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MD
NC Pol

PERSONAL DATA - PRIVACY ACT OF 1974

NV-POS-SENS-CRITERION **ACCESS TO SCRET/CONF INFO **N
BARG-UNIT-STAT **7777
JNB SUPV-LEVEL **NON-SUPERVISORY **8
JPO SUPV-MGR-PROBATION-REQMT **SUPERVISORY/MANAGERIAL PROBATION NOT
REQUIRED

**1
JPJ TNG-PROG-ID **NOT APPLICABLE **YY
JGC/1 EDP-HAZARD-TYPE ** N/A
JQU PREM-PAY-IND ** N/A

JQD/1 CIV-SK-1 **PROCUREMENT ANALYSIS **DNA
JQE/1 CIV-SK-1-SHRED **CONTRACT REVIEW **DAS
JQF/1 CIV-SK-1-SUB-SHRED N/A
JQG/1 SK-PERCENTILE **50
JQD/2 CIV-SK-1 **PROCUREMENT ANALYSIS **DNA
JQE/2 CIV-SK-1-SHRED **POLICY AND PROCEDURES **3XP
JQF/2 CIV-SK-1-SUB-SHRED N/A
JQG/2 SK-PERCENTILE **50
JQD/3 CIV-SK-1 ** N/A
JQE/3 CIV-SK-1-SHRED N/A
JQF/3 CIV-SK-1-SUB-SHRED N/A
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PERSONAL DATA - PRIVACY ACT OF 1974

CPC2

N, . . _ ~347001

X03 NV-PAYROLL-OFF-ID **DOD PAYROLLOFFICE PENSACOLA FL **38050

JAR PAYROLL-ORG-CODE **7R173

X9U ACQ-POSN-CAREER-CAT **CONTRACTING **C

X9S ACQ-CRIT-POSN-ID **CRITICAL ACQUISITION POSN-DEVELOPMENTAL **5

X9V ACQ-CAREER-LVL-REQD **SENIOR LEVEL (LEVEL 111) **3

J1A FIN-DISCLOSURE-ID **PERMANENT FILING RQMT **P

JGP DRUG-TEST-RQD **NO DRUG TESTREQUIRED **1

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PD # NL09347001

This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, (i.e., the Director of Acquisition Career Management, the Army Acquisition Executive, or the Secretary of the Army) or if the employee is "grandfathered" under 10 U.S.C. 1736 (c) (1), the following are statutorily mandated requirements (Reference: 10 U.S.C. 1733 and 1737):

- (1) Selectee must be a member of an Acquisition Corps at the time of appointment.
- (2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any employment rights, nor does such agreement alter any other terms or conditions of employment.