

POSITION DESCRIPTION (Please Read Instructions on the Back)										1 Agency Position No NL09348											
2 Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other		3 Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4 Employing Office Location ORLANDO, FL		5 Duty Station ORLANDO, FL		6 OPM Certification No													
7 Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt				8 Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9 Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				13 Competitive Level Code 13-81											
10 Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> 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		14 Agency Use													
15 Classified/Graded by										17 Name of Employee (if vacant, specify)											
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		0301		13		NS 10/27/94			
e Recommended by Supervisor or Initiating Office																					
18 Department, Agency, or Establishment DEPARTMENT OF THE ARMY										c Third Subdivision Directorate for Acquisition (A)		d Fourth Subdivision Acquisition Policy Division (AP)		e Fifth Subdivision		19 Employee Review—This is an accurate statement of the major duties and responsibilities of my position		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 First Subdivision US ARMY MATERIEL COMMAND (AMC)										b Second Subdivision SIMULATION, TRNG & INST COMMAND (STRICOM)		Signature of Employee (optional)		a Typed Name and Title of Immediate Supervisor JAMES MCBRAYEY, CHIEF, BUS OPS & PLNG DIV		b Typed Name and Title of Higher-Level Supervisor or Manager (optional) DAVID W. MANNING, DIRECTOR FOR MANAGEMENT					
Signature <i>James H. McBrayer</i>										Date 27 OCT 94		Signature <i>David W. Manning</i>		Date 28 OCT 94		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, ADMIN ANAL GEG, 08/90. USOPM PCS, GS-343, MGMT/PROG ANAL SERIES, 08/90. USOPM PCS, GS-301, MISC ADMIN & PROG SERIES, 01/79.			
Typed Name and Title of Official Taking Action NANCY E. SPURLIN, PERSONNEL MGMT SPECIALIST										Signature <i>Nancy E. Spurlin</i>		Date 10/27/94		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		INITIALS		DATE		INITIALS		DATE	
a Employee (optional)																					
b Supervisor																					
c Classifier																					
Remarks																					

POSITION IS AT THE FULL PERFORMANCE LEVEL.

BUS: 7777

INTRODUCTION:

This position is located in the Directorate for Acquisition (A), Acquisition Policy Division (AP), Project Planning and Control Office within Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of Army Materiel Command (AMC). The primary functions of this position are:

(1) Perform project management functions as Army member of the Joint Acquisition Management System (JAMS) Project Office in accordance with the charter approved by STRICOM and the Naval Air Warfare Center-Training Systems Division (NAWCTSD).

(2) Perform project management functions within STRICOM for Electronic Commerce and Electronic Data Interchange (EC/EDI) initiatives, including the integration of EC and American National Standards Institute (ANSI) X12 EDI technologies within procurement, contract management, funds management, supply, maintenance and facilities management.

MAJOR DUTIES:

Develops annual JAMS budget. Solicits JAMS functional requirements from STRICOM end users. Quantifies functional requirements and generates project schedules that outline resources, e.g., dollars and personnel. Presents to STRICOM, Army other Department of Defense (DoD) components and Corporate Information Management (CIM) anticipated functional requirements for approval and priority. Updates Management Information Systems (MIS) Board monthly on Information Management Systems (IMS) purchases and integration schedules. Provides status reports on purchases/integration to the Director for Management and Chief, Business Operations Division. Responsible for budget of one million dollars annually. 30%

Performs JAMS software Integration and Best of Breed Analysis. Includes generating Statements of Work (SOW) and schedules for Delivery Order (DO) type contracts. Prepares packages that will include Independent Government Estimates (IGE) defining level of effort for labor categories and materiel. Prepares task package requirements which will include delivery order requirements for software development/enhancement/integrations. Tracks requirements including performance of Contracting Officer Representative (COR) responsibilities associated with contract deliveries and billings. 20%

Develops a training program for Army, DoD and industry consistent with the procedures and policies incorporated in the acquisition management system. Coordinates with Defense Systems Management College (DSMC). 5%

Corporate Information Management (CIM). Coordinates full integration of all automated tools consistent and compliant with EC/EDI and other service initiatives, focusing on standardization and implementation of automated tools within JAMS framework. 5%

Re-engineers Acquisition Policies, Procedures and Documentation. Conducts a continuous review of existing acquisition policies, procedures and methodologies. Develops standardized acquisition procedures which will form the basis of a consistent set of integrated tools for DoD and industry. Reviews acquisition related regulations, policies and directives and facilitates integration into user friendly tools linked to enterprise wide databases. 10%

Serves as the primary focal point/representative within STRICOM and external organizations for managing the STRICOM EC/EDI Strategic and Business Plans. As the EC/EDI focal point for STRICOM, the incumbent develops new or substantially modified strategic and business plans.

- Schedules and tracks EC, EC/EDI requirements and facilitates strategic and planning action meetings. Develops and coordinates strategic documentation generated at the command level. Participates in the AMC Executive Steering Committee (ESC) and AMC Senior Leader Membership (SLM) Video Telecommunication Conferences (VTCs) and follow-up off-site meetings.

- Ensures STRICOM develops EDI implementations in accordance with ANSI X12 standards and DoD/Federal implementation conventions.

- Prepares life-cycle Management Documentation STRICOM EC/EDI projects.

- Generates status reports for the AMC/STRICOM ESC. Reports include metrics used to evaluate how well the command is progressing according to the EC/EDI strategic and business plans. Assists the STRICOM core competency owners with the development of metrics used to evaluate effectiveness of their responsible competency area strategies and goals outlined in the STRICOM EC/EDI Strategic and Business Plans. Develops and represents corporate overview for the command business planning program. Devises methods whereby the data needed for the micro metric charts can be obtained from automated sources, e.g., STRICOM Management Information System (M) and other data base programs. Provides a quarterly review to the ESC showing the effectiveness, strengths and weaknesses of the command's business areas.

- Develops annual EC/EDI budget for STRICOM. Solicits EC/EDI functional requirements from STRICOM end users. Quantifies functional requirements and generates project schedules that outline resources, e.g., dollars/personnel. Presents to STRICOM the anticipated functional requirements for approval and priority. Updates MIS Board monthly on IMS purchases and integration schedules. Provides status reports on EC/EDI purchases/integration to the Directorate for Management and Chief, Business Operations division. Responsible for budget of one million dollars annually. 30%

Performs other duties as assigned.

FACTOR 1 - KNOWLEDGE REQUIRED FL 1-8 1550 PTS
Comprehensive knowledge of the Joint Acquisition Management System (JAMS) sufficient to conduct analytical studies for the purpose of providing management officials with advice and evaluation material for effective JAMS design, development, implementation, deployment throughout DoD.

Ability to analyze and modify standard business management practices and procedures to solve a variety of problems related to the development and/or execution phases of acquisition business operations; adapt precedents or make significant departures from previous approaches in order to reduce the cost and time to procure systems, measure effectiveness of the JAMS program's progress.

Ability to prepare and make oral and written presentations to clearly present specific problems, provide detailed recommendation for achieving strategic and business planning objectives in an efficient and effective manner; and explain the effect of alternative or other change actions on business operations.

Specific, detailed knowledge of ANSI X12 EDI standard transactions, syntax, DoD EDI architecture, DoD EDI implementation conventions to conduct analysis of the potential for integration of EDI within all STRICOM business functions. Specific working knowledge of ANSI X12 EDI programming.

FACTOR 2 - SUPERVISORY CONTROLS FL 2-4 450 PTS
Works under general supervision. The immediate supervisor consults with the incumbent on matters such as developing broad aspects of assignments and long-term milestones to be achieved. Incumbent plans and carries out assignments independently. Completed work is reviewed in terms of attainment of objectives, and impact on funds. Recommendations that will result in an extensive impact on the organization are discussed by the incumbent and the supervisor before committing the organization to a course of action.

FACTOR 3 - GUIDELINES FL 3-4 450 PTS
Guidelines include Army regulations, federal laws, policy statements, procedures, practices and other material governing management of functions, organizations and employees. Often these guidelines do not apply specifically to particular complex and technically difficult management situations, thus requiring use of a high degree of judgement and creativity of selecting, interpreting and adapting guides.

FACTOR 4 - COMPLEXITY FL 4-5 325 PTS
Incumbent applies newly developed or substantially modified

business practices, work operations and progress procedures, resource estimates and utilization, intra inter-program/project balances and other related aspects of management which strongly influence or change the way of achieving business management objectives. The evaluation analyses of all aspects of new or established business techniques/practices include the organization's objectives, policies, identification of actual or potential problem areas, prediction of business trends and economical/political impact situation and other similar concerns to business management that interrelate.

FACTOR 5 - SCOPE AND EFFECT FL 5-5 325 PTS
Business plans analyzed and evaluated deal with acquisition major Army training systems, equipment and services. The work assists the staff and team members in the preparation of new business practices and the Executive Steering Committee (ESC) briefs. Work integrates and updates various developmental and execution data into consolidated set of plans and objectives with which management can effectively and economically use to accomplish mission objectives.

FACTOR 6 PERSONAL CONTACTS/PURPOSE OF CONTACT LEVEL 3-C 180 PTS
Contact include commanders, deputies, management analysts, budget analysts, program/project managers and other Army/DoD specialists and managers. Contacts also are maintained with MACOMs, contractors and professional groups in the public and private sectors. Continual liaison with industry trading partners required to implement revised business practices.

Contacts with top-level Army officials are to recommend effective, economical ways to achieve organizational objectives through enhanced system design of JAMS and full deployment/integration of ANSI X12 EDI, employee utilization, organizational alignment and structure, position design and justifiable purpose and use of operating funds, equipment and other resources. Contacts with private sector are to analyze how effectively and efficiently management operations are maintained, while participating in cognizant Army programs/projects. Purpose of contacts is to offer suggestions on how to improve management of functions and avoid potential problems. Independently presents controversial and critical observations, findings and recommendations (for substantial changes in customary work operations) in dealings with line managers and supervisors within the organization.

FACTOR 8 - PHYSICAL DEMANDS FL 8-1 5 PTS
Work is primarily sedentary.

FACTOR 9 - WORK ENVIRONMENT FL 9-1 5 PTS
Work is performed in a typical office setting. May require occasional travel.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 09348

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