

**POSITION DESCRIPTION (Please Read Instructions on the Back)**

|                                                                                                                        |  |                                                                                          |                                                                                                                                                                               |                                                                                                                                                                                                                       |                                                                                                |
|------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| 2. Reason for Submission<br><input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment |  | 3. Service<br><input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field | 4. Employing Office Location<br>Orlando, FL                                                                                                                                   | 5. Duty Station<br>Orlando, FL                                                                                                                                                                                        | 1. Agency Position No.<br>NL09777                                                              |
| New <input type="checkbox"/> Other <input type="checkbox"/>                                                            |  |                                                                                          | 7. Fair Labor Standards Act<br><input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt                                                                  | 8. Financial Statements Required<br><input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests                                          | 6. OPM Certification No.                                                                       |
| Explanation (Show any positions replaced)<br>REPLACES NL03787001                                                       |  |                                                                                          | 10. Position Status<br><input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks)<br>SES (Gen.) <input type="checkbox"/> SES (CR) | 11. Position is:<br><input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither                                                                              | 9. Subject to IA Action<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
|                                                                                                                        |  |                                                                                          |                                                                                                                                                                               | 12. Sensitivity<br><input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive<br><input checked="" type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive | 13. Competitive Level Code<br>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            | GSM      | 340               | 14    | JS       | 8/31/95 |
| e. Recommended by Supervisor or Initiating Office |                            |          |                   |       |          |         |

16. Organizational Title of Position (if different from official title)  
DEPUTY PRODUCT MANAGER CLOSE COMBAT TRNG SYSTEMS

17. Name of Employee (if vacant, specify)

|                                                                              |                                                                   |
|------------------------------------------------------------------------------|-------------------------------------------------------------------|
| 18. Department, Agency, or Establishment (DA)<br>DEPARTMENT OF THE ARMY (DA) | c. Third Subdivision<br>Project Manager for Combined Arms Tac (X) |
| a. First Subdivision<br>US ARMY MATERIEL COMMAND (AMC)                       | d. Fourth Subdivision<br>PM For Ground Combat Training (XG)       |
| b. Second Subdivision<br>SIM, TRNG & INST COMMAND (STRICOM)                  | 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<br>LTC JAMES TAYLOR, PRODUCT MANAGER CCTS | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) |
| Signature<br>                                                                             | Signature                                                                |
| Date<br>8/31/95                                                                           | 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, GS-340 PROG MGMT SERIES DTD 10/65.  
USOPM PCS ADMIN ANAL GEG DTD 8/90. USOPM PCS GENERAL SCHEDULE SUPERVISORY GEG DTD 04/93.

Typed Name and Title of Official Taking Action  
JAMES M. SKURKA, DEPUTY TO THE COMMANDER

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.

|               |               |
|---------------|---------------|
| Signature<br> | Date<br>11/91 |
|---------------|---------------|

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

Remarks  
SITION IS AT THE FULL PERFORMANCE LEVEL. BUS: 8888  
THE ARMY ACQUISITION EXECUTIVE (AAE) HAS IDENTIFIED THIS POSITION TO BE AN ARMY ACQUISITION CORPS (AAC) CRITICAL POSITION. ANY EMPLOYEE PLACED IN THIS POSITION MUST SIGN A MOBILITY AGREEMENT AND OTHERWISE BE ELIGIBLE FOR AAC MEMBERSHIP.

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

### **INTRODUCTION**

This position is located in the Project Manager for Training Devices (PM TRADE), Product Manager for Close Combat Training Systems (PM CCTS), of Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations and simulators, major instrumentation targets and threat simulation, and the distributed interactive simulation (DIS). The mission includes cradle to grave life cycle acquisition beginning with tech base programs and following through with each phase of the acquisition process. The Commander centrally directs, coordinates and supports the materiel development, acquisitions and sustainment activities through the functional matrix organization and four project managers.

The primary mission of PM CCTS is to develop, produce and field Infantry and Armor training simulators. Typically, these projects are crucial to the United States Army in terms of overcoming a defined training deficiency through the application of simulation technology and acquisition of simulation systems which will provide realistic and effective training to Army personnel. The projects employ state-of-the-art computer systems, visual systems, precision laser based and other specialized equipment that utilizes complex simulation software to provide the required training. The projects may entail extensive research and development for sophisticated training systems such as a precision tank gunnery trainer for the M1 Abrams Tank. The incumbent shares with the PM the responsibility for planning, directing, coordinating and managing a comprehensive program for the development, procurement, production, fielding and all integrated logistics support for assigned training systems. The position includes supervisory responsibilities of Project Directors and administrative personnel. The incumbent provides guidance to Project Directors in their planning, directing and controlling the design, development, fabrication, test, evaluation, and fielding of PM CCTS projects.

### **MAJOR DUTIES**

1. Exercises full supervisory and managerial authorities and responsibilities for the civilian personnel of PM CCTS in addition to managing the program activities of Army officers who serve as project directors. Supervises eight civilian project directors plus three administrative personnel in the accomplishment of assigned functions. Serves as the rater for all PM CCTS civilian personnel in accordance with the Army's TAPES process. Directs the activities of more than 40 personnel

supplied by matrix support. Ensures adherence to program schedules and priorities; interprets policy for subordinates; and provides professional and administrative advice and decisions as required to resolve problems. Keeps informed of work progress, changes in guidance and policies, and user concerns. Adjusts work priorities and schedules of subordinates to meet new or changed overall program objectives. Responsible for the execution of administrative and personnel management responsibilities related to the accomplishment of the assigned mission. With the advice and assistance of personnel, manpower, and management specialists, promotes sound position management principles and programs. Initiates personnel or position actions, develops needs, assures that training is given, resolves informal complaints and grievances. Approves or disapproves requests for leave for civilians. Promotes acceptance and adherence to provisions of Labor Management Relations, Equal Employment Opportunity laws and regulations (including Command policy) and other special emphasis programs. 30%

2. As the Deputy PM, the incumbent serves as the principal acquisition advisor for PM CTS in all assigned projects/functions; shares responsibility for and participates in all technical and administrative functions by planning, organizing, directing, coordinating and controlling all activities within the PM Office. The incumbent is recognized as having interchangeable status with the PM in all matters, including but not limited to, exercising direction over all personnel and making major decisions/commitments. Maintains an up-to-date awareness/cognizance of all aspects of the assigned projects. Reviews and evaluates data relating to short and long-range technical management, financial objectives and requirements to keep abreast of program progress and anticipated problems. Identifies problem areas and determines and directs action necessary to accomplish the project plan. Advises superiors of the status of CTS programs and of all instances where DOD, DA or AMC action is necessary to resolve a problem or correct deficient performance. Maintains liaison with appropriate representatives of Joint Staff agencies, Army Staff agencies, major Army Commands, AMC major subordinate commands, field installations, other services, industry and allied nations, to assure up-to-date knowledge of the technological state-of-the-art and the awareness of all planning actions, to preclude potential slippage and to maintain projects within cost. Evaluates pertinent data from such points of contact to provide ready, accurate and complete response to policy and program status inquiries from outside activities including the Office of the Secretary of Defense, Chief of Staff and Secretary of the Army, and CG, AMC. Ensures that adequate internal control systems are developed and operative so that Government resources are efficiently and effectively managed. Specifically manages the organization's development, implementation, execution and review procedures for effectively and efficiently allocating,

expending and controlling all programmed resources for programs and operations. 45%

3. Serves as the PM CCTS focal point for Milestone Decision of assigned ACAT programs. Responsible for coordinating definitization of new and emerging requirements with ATSC, other TRADOC Commands, and various AMC organizations. Maintains the PM CCTS knowledge base for how projects should proceed through the acquisition process in accordance with DOD 5000 series; maintains PM CCTS cognizance of the IPR process; and coordinates with Headquarters, AMC and DA, matters relating to Milestone Decision Reviews and reports. Incumbent serves as the STRICOM/PM TRADE representative and point of contact with DA, AMC, TRADOC, appropriate commodity commands, and other services for all matters concerning the assigned project(s). As such, briefs personnel at all levels, responds to inquiries, furnishes authoritative technical advice, and assures that ancillary projects such as construction of facilities to house the training devices are in place. 25%

**Performs other duties as assigned.**

#### **SUPERVISORY FACTORS**

##### **FACTOR 1 - PROGRAM SCOPE AND EFFECT LEVEL 1-4 775 PTS**

Directs a segment of a professional, highly technical and complex program which involves major aspects of Army's simulation efforts and technology advances. The program segment directed effects STRICOM's ability to perform its mission as a major subordinate command, which in turn affects the readiness of the U.S. Army. Projects managed receive frequent congressional and media attention and are essential to the success of major defense programs.

##### **2. ORGANIZATIONAL SETTING LEVEL 2-1 100 PTS**

The position is accountable to a position that is two reporting levels below the first SES, flag or general officer. The Deputy Product Manager for Close Combat Training Systems reports to the Product Manager who in turn reports directly to the Project Manager for Training Devices. The incumbent is supervised and rated by the PM CCTS, who is a Lieutenant Colonel.

##### **3. SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED 3-2 450 PTS**

Plans and schedules ongoing work on a quarterly or annual basis and adjusts staffing levels within their organizational unit to accommodate resource allocation decisions made at higher echelons; assigns work (based on capabilities of the employees), schedules and deadlines; evaluates work performance of subordinates, advises and counsels subordinates, makes selections for vacancies and promotions, hears and resolves complaints of

employees, effects disciplinary measures, identifies training needs, develops objectives and standards, improves productivity.

#### **4. PERSONAL CONTACTS**

##### **Subfactor Level 4A-4 100 PTS**

Incumbent is responsible for representing STRICOM through active participation at all levels of conferences and meetings with representatives from DOD, DA, AMC, TRADOC, other commands and agencies, private agencies, private industry and Congress on matters required to monitor and coordinate the efforts in accomplishing assigned mission. Frequent contacts are with influential individuals such as executive level contracting officials of major defense contractors, SES, flag or general officers. Representation involves frequent contact with high ranking military or civilian managers, supervisors, and technical staff at bureau and major organization levels of the Army as well as other services and agencies.

##### **Subfactor Level 4B-3 100 PTS**

Incumbent represents STRICOM at conferences, briefings and meetings. The purpose of contacts is to justify, defend or represent the program segment in obtaining or committing resources, gaining compliance with established policies, regulations, or contracts. Contacts quite often have a direct impact upon how smoothly and speedily a project progresses as well as how successful the project results are.

#### **5. DIFFICULTY OF TYPICAL WORK DIRECTED LEVEL 5-8 1030 PTS**

The highest level of base work directed is GS-13 (constituting 25% or more). The base work supervised for any one subordinate involves a variety of average to highly complex projects at varying points in the acquisition cycle for which the subordinate has to deal with a variety of work force disciplines regarding any number of average to complex issues. The supervisor is expected to provide advice and direction in accomplishing this work as well as deal with the supervisory/management chain above the members of the matrix team to resolve any issues/problems.

#### **6. OTHER CONDITIONS LEVEL 6-6 1325 PTS**

Supervision at this level requires extensive coordination and integration of complex programs of professional, scientific, and technical work. The nature of the work of the PM Office requires a great deal of travel, both for the incumbent and subordinates, thereby requiring the incumbent to supervise, at times, on the basis of minimal personal contact and direct supervision. Absence of subordinates also requires that the incumbent attempt to stay conversant with a multitude of projects at varying stages of progression. Incumbent has to be able to deal with a variety of disciplines and the supervisory/management chain of those

disciplines. Nature of the work also requires that the incumbent and subordinates be able to deal expertly and confidently with a number of organizations and agencies to assure their cooperation and/or agreement. Decisions involve major recommendations which have direct and substantial effect on the organization and projects managed. Recommendations are in such areas as restructuring, reorienting, recasting immediate and long range goals, objectives, plans, and schedules to meet substantial changes in program authority and/or funding; determinations of projects or program segments to be initiated, dropped, or curtailed; the resources to devote to particular programs; and policy formulation, and long range planning in connection with prospective changes in function and programs.

**TOTAL POINTS: 3880; EQUATES TO GS-14 ON POINT-TO-GRADE CONVERSION CHART OF GENERAL SCHEDULE SUPERVISORY GUIDE DTD APRIL 1993.**