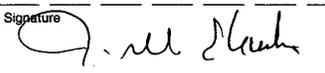


<b>POSITION DESCRIPTION</b> (Please Read Instructions on the Back)								1. Agency Position No. <b>NT 10808</b>	
2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location <b>ORLANDO</b>		5. Duty Station <b>ORLANDO</b>		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 type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code <b>1299</b>	
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 1- Non-Sensitive <input checked="" type="checkbox"/> 2- Noncritical 3- Critical 4- Special Sensitive		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		<b>Program Analyst</b>			<b>GS</b>	<b>0343</b>	<b>12</b>	<b>Bp</b>	<b>2 Nov 97</b>
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 <b>DEPARTMENT OF THE ARMY (DA)</b>					c. Third Subdivision <b>OFFICE OF THE COMMANDER</b>				
a. First Subdivision <b>US ARMY MATERIEL COMMAND (AMC)</b>					d. Fourth Subdivision <b>COMMAND ANALYSIS &amp; PLANNING OFFICE</b>				
b. Second Subdivision <b>SIMULATION, TRAINING &amp; INSTRUMENTATION COMMAND</b>					e. Fifth Subdivision				
Employee Review. This is an accurate statement of the major duties and responsibilities of my position.					Signature of Employee (optional)				
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					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 <b>John Daniele, Chief Strt Plan &amp; ProgAnalysis</b>					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)				
Signature 		Date <b>1/28/98</b>			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 <b>US OPM PCS for Management &amp; Program Analysis, GS-343, 8/90; US OPM Admin Analysis GEG, 8/90</b>				
Typed Name and Title of Official Taking Action <b>JAMES M. SKURKA, DEPUTY TO THE COMMANDER</b>					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 		Date <b>1/28/98</b>							
23. Position Review		INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE
a. Employee (optional)									
b. Supervisor									
c. Classifier									
24. Remarks  sition is at the full performance level 3: 7777									
25. Description of Major Duties and Responsibilities (See Attached)									

## INTRODUCTION

Position is located in the Command Analysis and Planning Office of the U.S. Army 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, simulators, testing and training instrumentation, targets threat simulators and Advanced Distributed Simulation (ADS). 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.

## MAJOR DUTIES

1. Participates on Integrated Concept Teams (ICT) and other multidisciplinary teams, comprised of other Army, DoD, Industry and Academia representatives, formulated to provide visionary and practical solutions to complex battlefield deficiencies. Coordinates actions with TRADOC school commandants, combat developers and training developers to define, document and defend materiel requirements which result from modifications to current doctrine, training, leader development, organization, materiel and soldier (DTLOMS) structure. Gathers and assesses appropriate cost data to be used by decision-makers during the requirements determination process. **20%**

2. Receives, and staffs materiel requirements which evolve from various means, including TRADOC schools, battle labs, other MACOMs the Force XXI Joint Venture and field commanders. These materiel requirements may take the form of Mission Need Statements (MNS), Operational Requirements Documents (ORDs), Required Operational Capabilities (ROCs), System Training Plans (STRAPs), Test and Evaluation Master Plans (TEMPs) or Simulation Support Plans (SSPs). Collects and formulates input to the requirements documentation process which addresses actual or potential shortfalls in the training and testing mission areas, as well as insight into other current or future requirements which may impact or provide leverage to proposed new starts. **40%**

3. Maintains awareness of on-going Science and Technology Objectives (STOs), Advanced Technology Demonstrations (ATDs) and Technology Demonstrations (TDs) and their potential impact on

future training, testing and evaluation requirements. Documents future warfighting concepts and Army goals in the Science & Technology area for both command-wide and Army-wide long range planning efforts. Provides this information to ICTs and other multidisciplinary teams that influence the Army requirements process. 20%

4. Provides input to the development of a medium to long-range business forecast for the command, which describes and substantiates anticipated levels of funding from various sources. Business forecasting efforts will encompass the budget year, Program Objective Memorandum (POM) guidance, Future Year Defense Plans (FYDP) and beyond citing practical levels of documentation and rational throughout the forecast period. 20%

**Performs other duties as assigned.**

**FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION**

**FL 1-7 - 1270 POINTS**

- Knowledge of both qualitative and quantitative analytical management methods.
- Knowledge of the principles of organizational behavior.
- Knowledge of the acquisition, development, fielding, and life cycle support of simulations, simulators, training and instrumentation systems.
- Knowledge of the Planning, Programming, Budgeting and Execution System (PPBES).
- Knowledge and understanding of the DoD Materiel Acquisition Process, to include a demonstrated working knowledge of the DoD 5000 series documents, the FAR, and AR 70-1.
- Awareness and understanding of the mission, doctrine, and strategy of the Army, AMC, and STRICOM.
- Understanding of the automated database systems to integrate their use and acceptance into STRICOM's everyday business practices.
- Knowledge of the military Command structure, missions, programs and organizational relationships.

**FACTOR 2. SUPERVISORY CONTROLS - FL 2-4 - 450 POINTS**

Incumbent works under the general supervision of the Chief of the Strategic Planning and Program Development. As such, incumbent consults with supervisor on matters involving the broad aspects of the assignment and long-term milestones to be achieved. In new areas, and on more complex projects, supervisor provides more direction and assistance.

**FACTOR 3. GUIDELINES - FL 3-4 - 450 POINTS**

Guidelines include various DoD, AMC and DA regulations governing requirements determination, acquisition and business forecasting. Guidance is also in the form of basic administrative policy statements and requires the application of judgement and discretion in determining intent. Incumbent must interpret and adapt guidelines when necessary.

**FACTOR 4. COMPLEXITY - FL 4-5 - 325 POINTS**

Difficulty exists in identifying the nature of the issues or problems encountered. The work involves implementing basic changes to forecasting, planning, controlling and budgeting STRICOM's activities and allocating its resources.

**FACTOR 5. SCOPE AND EFFECT - FL 5-4 - 225 POINTS**

Incumbent has responsibility for maintaining active affiliation with other requirements determination and business forecasting activities throughout the Army, TRADOC and AMC. The work assists the command in establishing and prioritizing plans and objectives to accomplish the overall STRICOM mission.

**FACTORS 6&7. PERSONAL CONTACTS/PURPOSE OF CONTACTS**  
**FL 3C - 180 POINTS**

Contacts include management and employees within STRICOM, AMC, TRADOC and Department of the Army, as well as officials of other Government agencies. These contacts will take the form of meetings, discussions, and briefings. The purpose of these contacts is to justify and explain findings, foster better understanding and settle matters involving issues such as recommendations affecting resources and program planning.

**FACTOR 8. PHYSICAL DEMANDS - FL 8-1 - 5 POINTS**

The work is primarily sedentary.

**FACTOR 9. WORK ENVIRONMENT FL 9-1 - 5 POINTS**

Work is typically performed in an office setting.

**NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD#** ML 10909001

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