

POSITION DESCRIPTION (Please Read Instructions on the Back)

HL11013001

1. Reason for Submission Reclassification <input checked="" type="checkbox"/> New Reestablishment <input type="checkbox"/> Other	3. Service Hours <input type="checkbox"/> Field <input checked="" type="checkbox"/>	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 Executive Personnel <input type="checkbox"/> Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests <input checked="" type="checkbox"/>		9. Subject to IA Action Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
10. Position Status <input checked="" type="checkbox"/> Composite Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		11. Position is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity 1- Non-Sensitive <input type="checkbox"/> 2- Sensitive <input type="checkbox"/> 3- Critical <input checked="" type="checkbox"/> 4- Special Sensitive <input type="checkbox"/>

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	GS	340	14	BP	7 MAY 98
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)
ASSISTANT PROJECT MANAGER

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY (DA)	c. Third Subdivision PM WARFIGHTER SIMULATION 2000 (PM WARSIM)
a. First Subdivision U.S. ARMY MATERIEL COMMAND (AMC)	d. Fourth Subdivision
b. Second Subdivision SIMULATION, TRAINING & INSTRUMENTATION CMD	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 knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false misleading statements may constitute violation of such statutes or the implementing regulations.

a. Typed Name and Title of Immediate Supervisor
STAN GOODMAN, DEPUTY PROJECT MANAGER

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

Signature: Stan Goodman Date: 5/13/98

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
US OPN PROGRAM MANAGER SERIES DEFINITION, GS-340; US OPN GENERAL SCHEDULE SUPERVISORY GUIDE (GSSG).

Typed Name and Title of Official Taking Action
JAMES B. GODWIN, CHIEF OF STAFF

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 available from the personnel office or the U.S. Office of Personnel Management.

Signature: James B. Godwin Date: 5/13/98										
23. Position Review	INITIALS	DATE								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
POSITION IS AT THE FULL PERFORMANCE LEVEL.

BUS: 8888

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

INTRODUCTION

Position is located in the Project Manager Warfighter Simulation 2000 (PM WARSIM) of Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of 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. 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 material development, acquisitions and sustainment activities through the functional matrix organization and four project managers. The position serves as a Program Manager with full responsibility for the total management of assigned program/system(s).

MAJOR DUTIES

Serves as a Program Manager with full responsibility for the total management of assigned program/system(s). Responsible for the development of overall program management plans, requirements, execution, control and direction of the work and associated resources required for life cycle management of the program/system and associated products; for meeting and dealing with a variety of people in a variety of forums; and for a full range of personnel management responsibilities.

1. Plans and Directs Operations. Responsible for all matters relating to cost, schedule and performance for assigned program/system(s). Exercises technical and administrative program control and authority through the various phases of systems development. Establishes program objectives and units of measure for determining that the objectives have been met. Makes decisions when adjustments or different courses of action are necessary. Issue directives and instructions to command elements engaged in the execution of actions and services. Issues guidance through PM WARSIM to Army elements regarding program and logistics management. Plans, initiates and directs a comprehensive evaluation system for the review and analysis of budgets, program developments and performance. Meets with internal staff and representatives from staff agencies and industry to determine program status, major milestones, and coordination of each system/subsystem to ensure orderly phasing of all actions and to detect in advance potential slippage or increased costs; and to ascertain appropriate action required to maintain or improve program schedules. Direct actions necessary to correct any indicated problem areas, including schedule slippage. Manages long range planning activities that include multi-year work plans that are the products of subordinate organizational managers. Exercises discretionary authority to approve the allocation and distribution of funds within the WARSIM budget to best meet the program's objectives.

50%

2. Performs Coordination and Managerial Duties. Promotes/defends assigned programs/systems at meetings and conferences. Supports PM WARSIM at high level conferences with representatives of other government departments and agencies, participating organizations, foreign governments, and contractors/subcontractors. Develops and maintains close liaison and coordination with all participating agencies/organizations and users of the WARSIM to monitor collaborative planning and to give advice and counsel on assigned management activities. Visits industrial facilities, government agencies and higher headquarters to ensure proper and adequate program accomplishments of assigned products. Attends meetings and presents briefings to support and defend assigned products.

25%

3. Personnel Management and Equal Employment Opportunity. Exercises delegated authority for the execution of personnel management related to the accomplishment of assigned mission. Is first line supervisor and is responsible for the full spectrum of personnel administration and management tasks.

Initiates or recommends personnel or position actions; develops or participates in the development of job performance standards and individual development plans; observes and evaluates subordinates' performance; writes Officer Evaluation Reports (OERs) for military members. Ensures assigned military are managed in accordance with appropriate regulatory guidance. Plans the work to be done by subordinates, sets priorities, schedules completion, establishes performance standards, evaluates work and administration matters, and identifies and schedules required training. Recommends appointments, promotions or reassignments. Performs rating for matrix leads supporting the program and has letter input to ratings for all other matrix personnel. Supports and utilizes special emphasis programs designed to provide promotional opportunities. Supports Equal Employment Opportunity and Affirmative Action plans to increase minority and female representation. Supports Army Acquisition Workforce (AAW) Career Development as a Mission initiative which provides guidance to managers to plan for and release AAW personnel for mandatory and other training, education, and developmental opportunities as part of the organization's mission.

25%

Performs other duties as assigned.

FACTOR 1. Program Scope and Effect - Level 1-4 - 775 Points

This factor assesses the general complexity, breadth, and impact of the program areas and work directed, including the organizational and geographic coverage. It also assesses the impact of the work both within and outside the immediate organization.

a. SCOPE - The work involves managing (planning, organizing, developing, coordinating, and implementing) the full life cycle of assigned programs/systems within the framework of the Project Manager. Incumbent coordinates, identifies and integrates key internal and external programs and policy and manages high grade and subordinate personnel (in a matrix support arrangement) whose complex and highly technical programs/systems and organizational units interlock extensively. The work requires leadership and management ability in developing, implementing and reviewing processes and procedures to monitor the overall effectiveness, efficiency and productivity of assigned programs/systems which are oriented to long term efforts relative to the mission and functions. Utilizes expertise to provide advice across the full spectrum of life cycle management for assigned product. As a recognized authority in the product area, maintains continuous contact with those segments of industry engaged in activities of interest to the program. Presents briefings and consults with industry and institutions on technology, state-of-the-art developments and new manufacturing procedures as they relate to assigned product. Maintains a close working relationship with the DOD users to ensure that needs are satisfied, funding is available, and that coordination with the appropriate technical parties is continuous throughout the development cycle.

b. EFFECT - Directs subordinate efforts to facilitate the effective, efficient and productive utilization of resources and successful accomplishment of the mission and program. The work directly involves and substantially impacts the supportability and success of multi-appropriation and/or multi-million dollar program/system that will be used throughout the Department of the Army. The program receives intense DOD and DA scrutiny and attention.

FACTOR 2. Organizational Setting - Level 2-2 - 250 Points

The position is accountable to a position that is one level below the first Senior Executive Service (SES), flag or general officer, or equivalent or higher level position in the direct supervisory chain.

FACTOR 3. Supervisory and Managerial Authority Exercised
Level 3-2C - 450 Points

Has the delegated authority and responsibility for planning, directing, and executing funding for assigned programs. Determine long-range plans, goals, and objectives. Demonstrates cost consciousness by accomplishing typical supervisory responsibilities for promoting safety, cost reduction, incentive awards, support of the Equal Employment Opportunity and Affirmative Action Programs, and other specialized management programs as prescribed. Assures that adequate internal control systems are operative so that Government resources are effectively and efficiently managed. Supervises, directs, controls, and oversees the work of assigned employees. Thrust is to promote Army Acquisition Reform initiatives critical to the accomplishment of Army modernization objectives. Explains objectives, theories, methods, techniques, and goals to be attained

and determines measures to be taken to promote achievement. Provides staff with program/system integration, acquisition planning and technical assessment. Provides policy guidance and interpretation of program objectives to project management elements. Analyzes program requirements and directs the development of plans for personnel staffing, budgeting and administration.

FACTOR 4. Personal Contacts:

SUBFACTOR 4A - Nature of Contacts - Level 4A-3 - 75 points

Contacts are with extremely influential individuals and senior staff, to include commanders, representatives from MACOMs, Headquarters Department of the Army, Army Acquisition agencies, multiple government contracting agencies (e.g. Army, Air Force, Navy), Office of the Secretary of Defense and/or Defense Information Systems Agency (DISA), PMs, other PEOs, installations, civilian contractors, and news media. Occasionally may have contact with foreign government and NATO.

SUBFACTOR 4B. Purpose of Contacts - Level 4B-3 - 100 points

The primary purpose of the contacts is to defend program requirements, negotiate ideas and requirements and of necessity, guide, direct and support the assigned technology. The incumbent represents the program at all levels and commits and justifies resources in compliance with established policies and procedures.

FACTOR 5. Difficulty of Typical Work Directed
Level 5-8 - 1030 Points

The full performance level of the work directed is GS-14 or military personnel of equivalent grades. The base level of non-supervisory work directed is GS-13 or military personnel of equivalent grades.

FACTOR 6. Other Conditions - Level 6-5 - 1225 Points

Work involves identifying and integrating significant internal and external problems and policy issues affecting the U.S. Army and the mission of the product office. Develops, revises and implements immediate and long range goals, objectives and plans to meet changes in law, program authority and/or funding levels. Work requires considering the need for additional resources both inside and outside of the PM office. The position requires leadership in developing, implementing, evaluating and improving processes in conformance with current acquisition regulations, policies and initiatives.

Incumbent must be able to obtain and maintain a top secret clearance.

Subject to drug testing in accordance with regulatory guidance. sh 12/20/99

CRITICAL ACQUISITION POSITION AMENDMENT TO PD#

11013

"This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, the following are statutory requirements (Reference: 10 U.S.C. 1733 - 1737):

- Selectee must be qualified for Acquisition Corps membership at the time of selection or possess a waiver.

- Selectee must execute, as a condition of appointment, a written agreement to remain in federal service in this position for at least 3 years. In signing such an agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment."