

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

1. Agency Position No. <b>NL11157</b>	
2. Agency Use <input type="checkbox"/> New <input checked="" type="checkbox"/> Other (Show any positions replaced)	
3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location <b>Orlando, FL</b>
5. Duty Station <b>Orlando, FL</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 Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interest
9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	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 checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input checked="" type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive
13. Competitive Level Code <b>15-15</b>	14. Agency Use

Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Office of Personnel Management						
Department, Agency, Establishment						
Second Level Review						
First Level Review	<b>Supervisory Electronics Engineer</b>	<b>GMCS</b>	<b>855</b>	<b>15</b>		
Recommended by Supervisor or Rating Office						
Organizational Title of Position (if different from official title)	17. Name of Employee (if vacant, specify)					

a. Department, Agency, or Establishment <b>Department of the Army</b>	c. Third Subdivision
b. First Subdivision <b>Simulation, Trng. &amp; Instru. Command, STRICOM</b>	d. Fourth Subdivision
e. Second Subdivision <b>Program Manager, ITTS</b>	e. Fifth Subdivision
Employee Review—This is an accurate description 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 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>DOUGLAS R. BAKER</b> <b>Colonel, UD, Project Mgr., ITTS</b>	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature <i>Douglas R. Baker</i>	Signature
Date <b>20 Nov 92</b>	Date
See attached DA Form 374	

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>TS-3, GS-0850/0855 Feb 71</b> <b>General Schedule Supervisory Guide Apr 98</b>
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a. Name and Title of Official Taking Action <b>Z CURBIN, JR.</b> <b>Personnel Management Specialist</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 <i>Z Curbin, Jr.</i>	
Date <b>20 Nov 92</b>	

Position Review	Initials	Date								
Employee (optional)										
Supervisor										
Assistant										
Terminal										

Position is at the full performance level  
 BUS: 8888  
 MPU: X2011

Description of Major Duties and Responsibilities (See Attachment)

P-16

*Establish new post*

<b>DEPARTMENT OF THE ARMY JOB DESCRIPTION</b> <small>For use of this form, see CPR 501; the proponent agency is DCSPER.</small>		<b>1. JOB NUMBER</b> 04726
<b>2. ALLIATION OR HEADQUARTERS OFFICE</b> Aberdeen Proving Ground, Maryland		<b>3. ORGANIZATIONAL LOCATION (Complete on organization copy only)</b> PM ITTS
<b>4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE</b> OPM PCS GS-855, Feb 71. OPM EDGEG, Part II, Aug 66.		<b>5. TITLE</b> Supervisory Electronics Engineer
		<b>6. PAY SCHEDULE</b> GM
		<b>7. OCC CODE</b> 0855
		<b>8. GRADE</b> 15
		<b>9. FAIR LABOR STANDARDS ACT</b> <input checked="" type="checkbox"/> EXEMPT <input type="checkbox"/> NONEXEMPT
		<b>10. COMP LEVEL</b> 091
<b>11. EVALUATION APPROVAL</b> <i>FCS 92</i> <i>MPC 2</i>		
TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS		
<i>M. Aue Cassidy</i> <small>(Signature)</small>		<i>25 Jul 90</i> <small>(Date)</small>
<b>12. JOB CONTENT APPROVAL (COMPLETE ON ORGANIZATION COPY ONLY)</b>		
a. 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.		
<i>Richard K. Sparks</i> <small>(Signature of Approving Supervisor)</small>		<i>25 Jul 90</i> <small>(Date)</small>
b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.		
<i>M. Aue Cassidy</i> <small>(Signature of Position Classification Specialist)</small>		<i>25 Jul 90</i> <small>(Date)</small>
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES</b>		
<u>SUPERVISORY CONTROLS</u>		
Works under the general supervision of the Project Manager for Instrumentation, Targets and Threat Simulators. The Project Manager holds the incumbent responsible, and delegates commensurate authority, for the incumbent to participate in the effective supervision, planning and control over all staff functions of the project management office. Technical and managerial decisions are accepted as responsible and authoritative. Incumbent exercises independent judgment and applies exceptional executive managerial skills to the performance of duties. Work is reviewed in terms of the incumbent's effectiveness in execution of the overall functions of the project management office.		
<u>MAJOR DUTIES</u>		
Serves as Deputy Project Manager in the office of the Project Manager for Instrumentation, Targets and Threat Simulators (PM ITTS). PM ITTS manages instrumentation, targets and threat simulator projects which are of prime importance to the U.S. Army mission. In coordination with the Project Manager, participates in the total life cycle management of assigned systems. This involves providing project management for assigned systems from research, development, test and evaluation, acquisition, deployment, product improvement and logistics support to assure		

DA FORM 374  
JUN 76

PREVIOUS EDITIONS OF THIS FORM MAY BE USED

GPO : 1987 - 189-829

PCV788-1007

accomplishment of Army objectives for all assigned projects. Manages the development and provision of information on instrumentation, targets and threat simulators as required for use within the Department of the Army. Incumbent must possess a detailed knowledge of electronics engineering and general knowledge of all functional activities required for effective program management of the assigned instrumentation, targets and threat simulator systems. Incumbent must also have extensive managerial experience, executive knowledge and capabilities to accomplish duties in an effective and timely manner. In the absence of the Project Manager, incumbent serves as Acting Project Manager and assumes full technical and administrative responsibility for operations of the office. Supervises/evaluates subordinate Product Managers, division chiefs, office chiefs and other employees in the execution of assigned mission responsibilities.

1. Serves as the Deputy Project Manager, assisting the PM in planning, directing, budgeting and controlling the accomplishment of PM ITTS charter responsibilities. As senior civilian within PM ITTS, incumbent provides continuity in the effective management of assigned projects. Assists in establishing the overall responsibilities and objectives of PM ITTS for the purpose of managing and maintaining an effective organization for the execution of assigned workload. Incumbent oversees the day-to-day operations of the office in accordance with policies established by the Project Manager. Establishes and monitors compliance with internal policies and standing operating procedures and on a continuing basis, appraises operations to insure that objectives are being reached in an efficient and expeditious manner. Maintains an awareness of U.S. Army Materiel Command (AMC), Headquarters, Department of the Army (HQDA) and the Office of the Secretary of Defense (OSD) policy and keeps employees informed of changes thereto. Evaluates the management organization, positions/position management as well as the performance of key personnel.

a. Serves as a senior technical authority and expert advisor in resolving complex technical and management issues. Incumbent uses extensive experience to correlate broad general policies; formulates overall policies and procedures essential to execute effective programmatic direction. Participates in inter-agency, interservice, national and international committees concerned with instrumentation, targets and threat simulators. Keeps abreast of technological progress related to responsibilities of government and industrial/commercial agencies having related interest; maintains close association with scientist, engineering, scientific educational and industrial organizations, and other government agencies and installations. Investigates development trends in allied fields of civilian endeavors; observes production methods in industry, studies technical and scientific publications, analyzes foreign materiel and publications. Serves as the senior PM ITTS authority on rationalization, standardization, and interoperability.

b. Serves as the senior advisor and consultant within PM ITTS; serves as the Project Manager's principal representative at high level conferences and meetings with representatives from OSD, HQDA, AMC, other services, commands and agencies, private industry and foreign nations on all matters required to monitor and coordinate the combined efforts of the Army team in expediting assigned projects. Serves as a principal technical advisor to PM ITTS, AMC, and HQDA regarding all aspects of management within the area of responsibility. Maintains continuous

liaison and participates in monitoring collaborative planning with military users, HQDA staff and other agencies, as required, to render advice and counsel on assigned management activities. Visits and conducts program reviews at industrial facilities, other government agencies, and higher headquarters for the purpose of insuring proper and adequate program accomplishment. Represents the Project Manager in meetings, working groups, and committees with other services, Army agencies and other commands in connection with major policy and procedural matters. Has the authority to formulate and state the position of the Project Manager and to make commitments for action.

c. Serves as the Army executive agent <sup>for</sup> target and threat simulator programs of highly classified nature. In this regard, directs total program in response to Army or joint service requirements. Maintains the office of record for execution of all plans and directives associated with total target and threat simulator program management. In addition, interfaces with senior levels of Army and other military services in the execution of these responsibilities.

2. Serves as the chief engineer responsible for managing projects for development of instrumentation, targets, and threat simulators designed to meet Dept. of Army requirements. Manages activities that require use of state-of-the-art technologies and exploratory development issues with use of commensurate simulation and studies. Technologies managed include such diverse areas as electro-optical, electromagnetic, millimeter wave, directed energy and infrared instrumentation systems, airborne and ground vehicle systems, and computer-controlled electromagnetic deception devices. Tasks are oriented towards the development of new classes of highly sophisticated instrumentation suites, ground and airborne target systems and threat simulators encompassing the exploration of new, previously uncharted technological horizons and contribution to advances in basic theoretical premises. Efforts involved in development of new instrumentation, targets and threat simulators are often recognized as extending the theoretical boundaries of the sciences. Approaches may include adaptation of principles learned from newly-discovered laboratory concepts and extension of results learned from simulations and models.

a. Exercises supervision over all programs assigned to PM ITTS, including engineering, materiel requirements, testing, procurement, production, product improvement, product assurance, distribution, materiel standardization, cataloging, configuration management, and other program activities. Insures that necessary policy guidance and instructions are issued to all Army elements providing functional support, or engaged in the execution of actions and services, placing requirements on these elements for completing assigned tasks.

b. Accomplishes executive management reviews of congressional, OSD, HQDA, and AMC budget and programming documents. Through analysis and evaluation of current programs, budgets, state-of-the-art, and with the Project Manager, develops and/or participates in the development of comprehensive time-phased and timecosted programs designed to meet mission requirements. Conducts reviews and analyzes all programs assigned to PM ITTS. Advises the Project Manager of capabilities to accomplish objectives set forth, indicating areas requiring assistance or revision by higher headquarters. Directs other AMC, HQDA, and OSD activities supporting the systems to assure proper balance consistent with requirements and available resources.

c. Plans, directs and controls the submission of technical requirements for instrumentation, targets and threat simulators for the U.S. Army. Manages the life cycle of assigned items. Applies broad professional electronics engineering knowledge and extensive and diversified background in the research, development, logistics, procurement, production and field operations to the management and execution of the program. Procurement responsibilities for Army and other customer instrumentation, targets and threat simulators represents a \$200 - \$300 million per year program investment. Directs the preparation of comprehensive master plans and assures that balanced instrumentation, target and threat simulator programs are implemented. Ensures the conduct of appropriate technical and operational testing programs, assessments and evaluations to assure that instrumentation, target and threat simulators are suitable for release to users. Insures that PM ITTS participates in appropriate Test Integration Working Groups and serves as the representative on sources selection boards.

3. Directs, through subordinate supervisory personnel, the activities of a high-grade professional staff engaged in the integration management of assigned instrumentation, targets and threat simulators executing HQDA-assigned charter responsibilities. Outlines responsibilities, delegates authority, and establishes standards for subordinate Product Managers, division chiefs, office chiefs, and any other designated subordinate personnel. Acts as approving authority on performance standards and appraisals for all second line supervisors; reviews appraisals and evaluations made by these supervisors of their employees. Establishes PM ITTS personnel management and Equal Employment Opportunity (EEO) plans and policies.

Performs other duties as assigned.

Special Requirements; *9/1/97*

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

Subject to drug testing.

**CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 11157**

"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."