

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
NL11462

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <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.	
Explanation (Show any positions replaced)				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 Interests		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 checked="" type="checkbox"/> Supervisory <input 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 1407	
								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	Product Manager	GS	0340	14		20 Aug 99
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)
U. S. Army

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
Army Materiel Command

a. First Subdivision
STRICOM

b. Second Subdivision
PM Trade

c. Third Subdivision
Combat Training Instrumentation Systems (CTIS)

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee review - This is an accurate description 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 violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor
Phil M. Sprinkle
Deputy Project Manager, PM Trade

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

Signature _____ Date 8-27-99

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

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.

Typed Name and Title of Official Taking Action
Signature JAMES B. GODWIN, JR.
COL, FA, Chief of Staff Date 08/31/99

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
This position has been identified as 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.

INTRODUCTION

Serves as the Product Manager for planning, coordinating, and controlling the development and acquisition of Combat Training Instrumentation Systems (CTIS) in accordance with the Charter. The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of the 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.

SUPERVISORY CONTROLS

Works under the general supervision of the Program/Project Manager (PM) who holds the incumbent responsible for and delegates commensurate authority so the PM can provide effective management direction and control over the program-system(s) and effectively manage office functions. Within the framework of the direction and leadership provided by the PM, incumbent exercise independent judgment and applies extensive managerial skills. Work performed is reviewed in terms of the incumbent's effective execution of the functions of the Product Management Office as reflected in the successful accomplishment of the goals and objectives.

MAJOR DUTIES

Serves as the Program Manager with full responsibility for the management execution of assigned programs/systems. 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 programs/systems. 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. Make decisions when adjustments or different courses of action are necessary. Issues directives and instructions to command elements engaged in the execution of actions and services. Issues guidance 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. Directs actions necessary to correct any indicated problem areas, including multi-year work plans that are the product of subordinate organizational managers. Exercises discretionary authority to approve the allocation and distribution of funds within the organization's budget to best meet the program's objectives. 40%
2. **Performs Coordination and Managerial Duties.** Promotes/defends assigned programs/systems at meetings and conferences. Serves as the PM POC principal representative 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 weapon/system 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. 35%

3. Personnel Management and Equal Employment Opportunity. Exercises delegated authority for the execution of personnel management related to the accomplishment of the assigned mission. Is first line supervisor and is responsible for the full spectrum of personnel administration and management tasks of selected individuals. 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 accomplished by subordinates, sets priorities, schedules completion, establishes performance standards, evaluates work and administration matters, and identifies and schedules required training. Performs position management and recommends appointments, promotions or reassignments. Has input to ratings for co-located matrix personnel. Promotes sound position management principles by planning organizational structure and determining staffing needs. 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 14 - 775 Points

- 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 Program/Project Manager/PEO/MSC. Incumbent coordinates, identifies and integrates key internal and external programs and policy and manages subordinate personnel in both a supervisory role for assigned personnel and 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 contract 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 the 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 personnel 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 programs/systems, which will be sued throughout the Department of the Army. The program receives intense DOD and DA scrutiny and attention.

Factor 2. Organizational Setting - Level 2-2 - 100 Points

The incumbent reports to the Product Manager. 11iis position is 2 levels below the first SES.

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. Determines 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 special

management programs as prescribed. Assures that adequate internal control systems are in place to assure that government resources are effectively and efficiently managed. Supervises, directs, controls, and oversees the work of assigned employees. Promotes Army Acquisition Reform initiatives critical to the accomplishment of Army modernization objectives. Explains objectives, theories, methods, techniques, goals 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 4A. Personal Contacts

Subfactor 4A - Nature of Contacts - Level 4A-3 - 75 Points

Contacts are with 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-13 or military personnel of equivalent grades. The base level of non-supervisory work directed is GS-12/13.

Factor 6 Other Conditions - Level 6-5 - 1325 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. This position requires leadership in developing, implementing, evaluating and improving processes in conformance with current acquisition on regulations, policies and initiatives.

Total Points - 3905

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

Subject to periodic drug testing in accordance with established regulatory guidance.

ADDITIONAL POSITION INFORMATION

Supervisory Controls. Check the line below, indicating who supervises the Product Manager.

- Program/Project Manager
- Program Executive Officer
- Deputy for Systems Acquisition
- MACOM POC

Provide general information on/about Program/System(s):

Develops and fields major army combat training instrumentation systems
and training systems. Responsible for the instrumentation system at the
National Training Center, Joint Resident Training Center and Combat Maneuver
Training Center.

The highest level of mission-oriented non-supervisory work supervised. Include number of positions and occupational series:

GS-301-13 (7)

Total number of employees supervised 11

Organizational structure:

Describe any matrixed employees reporting to the PM and indicate whether they are directly supervised or continue to report to the parent organization.

Coding the civilian acquisition position: DCPDS DINS

JYR Position Category A

JYL Career Level Required III

JYN Position Type 4

1 = Critical position GS/GM-14 or above, not the head of a division; would include, for example, Deputy PEOs and Deputy PMs of ACAT I and ACAT 2 programs would not include, for example, a Deputy to the Chief of Operational Testing.

2 = Critical positions GS/GM-14 or above and is a Division Head.

JYT Acquisition Special Assignment B

JYS Program Indicator 9

1 = Incumbent is an ACAT I PM or DPM.

2 = Incumbent is an ACAT II PM or DPM.

9 = Incumbent is an ACAT III PM or DPM.

- This position is FLSA exempt in accordance with 5 CFR 551-204.

ADDITIONAL POSITION REQUIREMENTS

- This position shall only be filled utilizing a HQDA centralized selection board.
- Incumbent is authorized to act for the Program/Project Manager and is held accountable for the effective management, direction and control of the assigned program.
- TDY may be required 30-50% of the time. (If different, give the actual percentage of time *15%*)
- Incumbent is required to submit a "Confidential Financial Disclosure Report", SF-430, upon entering the position, annually and upon termination of employment in accordance with DOD Directive, 5500, 7-R, Joint Ethics Regulation, dated 30 August, 2993."
- 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 within 6 months of assignment.

"This position is a Critical Acquisition Position, which may only be occupied by a member of an Acquisition Corps or as otherwise provided by law, 10 U.S.C. 1733."
- Level III Certification in Program Management must be achieved within 18 months of assignment to this position.
- Incumbent 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 agreement, the employee does not forfeit any employment rights; nor does such agreement alter any other terms or conditions of employment.
- Incumbent must complete the following assignment-specific DAU training prior to assignment:
 - Advanced Program Management Course, Defense Systems Management College (DSMC).
 - Executive Program Manager's Course, (ACAT I and II), DSMC.
 - Program Manager's Skills Course, (ACAT III only), DSMC.
- Incumbent must:
 - Be able to obtain and maintain a Top Secret security clearance.
 - Be able to obtain and maintain a Secret security clearance.

EVALUATION STATEMENT

FACTOR 1 - Program Scope and Effect	Level 1-4	775 points
FACTOR 2 - Organizational Setting	Level 2-2	250 points
FACTOR 3 - Supervisory and Managerial Authority Exercised	Level 3-2C	450 points
FACTOR 4 - Personal Contacts		
SUBFACTOR 4A	Level 4A-3	75 points
SUBFACTOR 4B	Level 4B-3	100 points
FACTOR 5 - Difficulty of Typical Work Directed	Level 5-8	1030 points
FACTOR 6 - Other Conditions	Level 6-5	1225 points
	TOTAL POINTS	3905 points
		GS-14 = 3605-4050

NOTE: Consideration has been given to those PM positions who report directly to a PEO/DSA/MACOM. Although the points in Factor 2 would increase, this would not result in a change of grade.

CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL11462001

"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."