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

1. Agency Position No.: NL11623

2. Reason for Submission: [X] Redescription [ ] New [ ] Reestablishment [ ] Other

Explanation *(Show any positions replaced)*: NLA 9174001

3. Service: [ ] Hdqtrs. [X] Field

4. Employing Office Location: Orlando, FL

5. Duty Station: Orlando, FL

6. OPM Certification No.:

7. Fair Labor Standards Act: [X] Exempt [ ] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [X] Employment and Financial Interests

9. Subject to IA Action: [X] Yes [ ] No

10. Position Status: [X] Competitive [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11. Position is: [ ] Supervisory [ ] Managerial [X] Neither

12. Sensitivity: [ ] 1 - Non-Sensitive [ ] 3 - Critical Sensitive [X] 2 - Noncritical Sensitive [ ] 4 - Special Sensitive

13. Competitive Level Code: 1370

14. Agency Use:

15. Classified/Graded	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 Analyst	GS	0343	13		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from official title)*: Business Manager

17. Name of Employee *(if vacant, specify)*:

18. Department, Agency, or Establishment: Department of the Army (DA)

a. First Subdivision: U. S. Army Materiel Command (AMC)

b. Second Subdivision: Simulation Training and Instrumentation Command (STRICOM)

c. Third Subdivision: Project Manager for Warfighters' Simulation

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)*: Audrey A Beermann 1/14/00

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: Stanley Goodman, Deputy PM, WARSIM

Signature: Stanley A Goodman — Date: 14 Jan 00

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

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.*

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

Signature: — Date: 14 JAN 00

22. Position Classification Standards Used in Classifying/Grading Position: USOPM PCS GS-0343, Management and Program Analyst, Aug 90; USOPM PCS Admin Anal Grade Evaluation Guide, Aug 90

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.

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

24. Remarks

This is a full performance position.
BUS: 7777

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

DUTIES

Serves as the Business Manager for a Project Manager Office (PMO) that has Army responsibility for the life cycle management of large complex acquisition programs. The Project Manager (PM) has management responsibility for the cost, schedule and performance of assigned programs, including the planning, systems integration and execution of individual acquisition projects in advanced concept demonstration, engineering and manufacturing development, production fielding, materiel change, pre-planned product improvements, foreign military sales and integrated logistics support of assigned projects, which represent Army-wide functional area products. These programs are characterized by high visibility, foreign interoperability efforts, advanced technology and accelerated deployment goals and require intensive management. The Business Manager advises and supports the Project Manager's Office in formulation and execution of sound acquisition and business practices, procedures and responses and in the review and evaluation of these activities.

1. Business Management:

   Serves as principal advisor to the PMO on business management matters to include resource management, acquisition and production management, and review and analysis. Serves as the PM's and DPM's senior advisor and authority for the analysis, planning, prioritization and evaluation of programs. Monitors and coordinates procurement and production plans and programs to assure timely and economical acquisition and fielding of products. Monitors and reviews application of defense reform initiatives and manages other business areas for the PM, such as activity based costing, Government Performance Results Act, internal controls and the adoption of best practices from private sector. Plans, oversees and monitors the budgetary, acquisition planning and programmatic functions. Assesses status, risk and contractor performance of all PMO programs. Assures that business plans and program acquisition strategies are appropriate and executable. Develops PMO business operating procedures and policies. Personally, or in conjunction with the PM or Deputy PM, analyzes workload, objectives and requirements of assigned programs to establish efficient management practices, determine and recommend personnel and administrative fund requirements and assure the highest degree of proficiency in the development of business plans and execution of assigned programs. Establishes PMO work methods an procedures to support efficiency of operations.

2. Program Management Support:

   Provides advice and program assessment to PM and staff. Evaluates trends in mission operations, and identifies overlapping, duplicative or nonessential activities. Takes or recommends corrective action as appropriate. Determines the need for special studies or analyzes and oversees their accomplishment. Evaluates overall program effectiveness and advises PM/DPM of recommendations for improvements. Assures a consistent application of PM policies and responsibilities throughout the organization.Identifies aggregate cost, schedule and contract performance trends in programs. Provides guidance to responsible analysts and project directors and reviews results of cost estimates, cost analyses and cost initiatives (e.g., cost as an independent variable and total ownership cost reduction) and special studies performed in support of the assigned mission. Advises the PM/DPM of the adequacy of cost analyses, estimates and initiatives. Provides quantitative basis for executive and management decisions. Establishes business/program management

requirements/objectives/policies, develops long range budget plans and identifies/obtains required resources and support. Serves as the PM proponent, advisor and expert on management and program improvement initiatives such as cost reduction, work simplification, VE Incentive awards, etc.

3. Provides guidance, direction, training and evaluation of assigned functional program responsibilities and work efforts by organic, matrix, and support service contractor personnel involved in business, program and financial management. Provides input on the performance evaluations of business, program and financial management personnel. Recommends to employee's supervisor the approval/disapproval of leave and training requests. Provides senior resource management mentorship. Seeks ways to improve productivity and conserve manpower resources. Plans and assigns PMO level work to be accomplished by business support team and sets schedule requirements.

4. Financial Management

   Manages the complete financial management program for the PM, including program and budget planning, Internal Operating Budget (IOB) development, execution and administration, financial planning and program review and analysis. Provides definitive guidance to PM management and employees regarding funding and resources policy. Oversees the planning, execution and evaluation of financial and resource management efforts associated with acquisition and production. Plans, evaluates, and reviews financial resources within the PMO. Prioritizes and reallocates financial resources as required.

   Directs financial management aspects of program planning, execution, cost analysis, procurement and production elements of the entire PM Office. Provides overall direction and serves as central focal point for participation in all phases of the Planning, Programming, Budgeting and Execution System (PPBES). Oversees the PPBES process for the PMO and manages the funds control process. Resolves unanticipated, unprogrammed requirements, shortfalls and other management problems. Reviews, analyzes and interprets higher headquarters planning, programming and budget policies, procedures and guidelines. Formulates and coordinates policy changes necessary to improve or execute PMO mission. Directs the implementation of approved plans and controls the ongoing resource management aspects pertaining to budgetary documents within the organization to ensure adequacy and accuracy of content, compliance with fiscal policy, justification/impact statements for funded and unfunded programs. Oversees the planning, commitment, obligation and expenditure of funds.

5. Represents the PMO in meetings and briefings regarding the programmatic and fiscal aspects of PM programs. Participates in PMO and STRICOM initiatives to evaluate and improve program and financial management policies and procedures.

Performs other duties as assigned.

Factor 1, Knowledge Required by the Position

Mastery of advanced management and organizational principles; thorough knowledge of PM programs, operations, and structure; expert knowledge of analytical and evaluative methods; and a thorough understanding of business, program and financial management principles, policies and procedures to serve as the principal PM advisor and expert regarding business, program and financial management. This includes knowledge of PM program goals, objectives and priorities, the sequence and timing of various program events and milestones, and methods of evaluating the worth of program accomplishments and the progress in meeting program goals.

Applies knowledge in the development of authoritative recommendations and decisions regarding program cost and schedule control; reprogramming of resources among programs; recommendations for changing pertinent agency policy, or developing policy where it does not exist; and design and conduct of a variety of studies and analyses related to program cost, performance, scheduling and funding. Knowledge is typically applied to issues and studies where guidelines are vague, there are competing interests, and the problems that must be dealt with are critical to the success of the PM's efforts.

Factor 2, Supervisory Controls

The employee's overall area of responsibility, as well as the overall priorities and objectives of the PM, are defined by the PM/DPM. Within that area of responsibility, the employee has latitude to choose the methods and approaches necessary to complete assignments. The employee has latitude to determine the scope of efforts necessary to ensure the PM is prepared to deal with issues and changes in the business/program/financial management realm. Completed work is evaluated by the PM/DPM in terms of the successful execution of the PM's financial management program, and the effective use of business/program management techniques and processes in the overall execution of PM programs.

Factor 3, Guidelines

Guidelines consist of statutes, regulations, policies and procedures related to business, program and financial management. These guidelines typically outline results desired, but do not go into detail as to the methods to be used to achieve the results. Within the context of these broad guidelines, the employee refines or develops more specific guidelines for effective and consistent implementation of business/program/financial management responsibilities within the PM. Employee also provides input to or recommends changes to higher headquarters policy.

Factor 4, Complexity

Projects, studies and evaluations require analysis of interrelated issues of cost, schedule, performance, customer requirements, political concerns, and user needs. Decisions on how to proceed in conducting studies and evaluations are complicated by conflicting interests and goals, variations in funding and user requirements, a wide variety of stakeholders and funding sources, and the subjective nature of many of the factors that must be considered when determining or recommending a course of action. Recommendations and decisions made by the employee take into account potential future changes in program funding, parameters, and support; relative levels of risk associated with different courses of action; and the impact of other programs and decisions.

Factor 5, Scope and Effect

The purpose of the work is to analyze and evaluate the efficiency and effectiveness of PM programs from a business/program/financial management perspective; and to make recommendations and decisions that improve the management of these programs and help ensure their success. As such, the efforts of these employees directly affect the successful accomplishment of critical Army and DoD acquisition projects. Results of evaluations and analyses directly impact the effective and efficient operations of these programs, and often result in improved business and management practices for the PM, the U.S. Army Simulation, Training and Instrumentation Command (STRICOM), the Army Materiel Command (AMC), and the Department of Army (DA).

Factor 6, Personal Contacts
Factor 7, Purpose of Contacts

Personal Contacts include staff analysts within STRICOM, AMC, DA and Department of Defense (DoD); contractors representatives; and Congressional staffers. Contacts occur in both structured and unstructured settings. Contacts are to justify and settle matters involving signficant and controversial issues affecting major aspects of PM programs.

Factor 8, Physical Demands

The work is primarily sedentary, although some slight physical effort may be required.

Factor 9, Work Environment

Work is primarily performed in an office setting. Periodic visits to contractor production facilities may be required.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# ML [illegible]

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