

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Hdqrs. <input checked="" type="checkbox"/> Field		3. Service	4. Employing Office Location Orlando, FL	5. Duty Station Orlando, FL	1. Agency Position No. NL11828	
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) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input checked="" type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" 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	Program Manager	GS	0340	14		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)
Deputy Program Manager and Chief, Logistics Operations Division

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Department of the Army (DA)	c. Third Subdivision Directorate for Logistics (L)
a. First Subdivision U. S. Army Materiel Command (AMC)	d. Fourth Subdivision
b. Second Subdivision Simulation, Training and Instrumentation Command (STRICOM)	e. Fifth Subdivision

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
David W. Manning, Director for Logistics

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

Signature _____ Date _____

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
OPM PCS GS-0340 Program Management Series, Handbook of Occupational Groups and Families, Jan 99; USOPM PCS For GS-0346, Jan 87; GSSG, Jan 99

Typed Name and Title of Official Taking Action
JAMES B. GODWIN, COL. 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, is available from the personnel office or the U.S. Office of Personnel Management.

Signature _____ Date _____

Signature _____ Date _____

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

24. Remarks
This position is at full performance level.
S: 8888
This is a DAWIA position. Incumbent must meet DAWIA requirements as outlined in applicable regulatory guidance.

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

INTRODUCTION

The Simulation, Training and Instrumentation Command (STRICOM) is responsible for the development, fielding and life cycle support of Non-System Training Devices, Simulators and Simulations (TDSS), System specific TDSS, and Instrumentation, Targets and Threat Simulators. STRICOM is a Major Subordinate Command of the Army Materiel Command (AMC). The role of STRICOM covers the gamut from technology base, concept analysis through engineering development, full-scale production into life cycle sustainment and disposal. STRICOM is the DOD executive agent for the management of the Distributed Interactive Simulation (DIS) and is responsible for the integration of DIS into all training systems. STRICOM is an integrated program management organization, which consists of four board selected project managers and three directorates. The Director, Logistics Directorate serves as the principal advisor to the Command related to the successful management of all logistics for development and acquisition programs, and the Command's Contractor Logistics Support (CLS) program.

Supervisory Controls

Incumbent works under the general supervision of the Logistics Director who holds the incumbent responsible for and delegates commensurate authority for the incumbent to participate in the effective supervision, planning and control over all staff functions of the logistics office. Technical and managerial decisions are accepted as responsible and authoritative. Incumbent exercises independent judgment and applies 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 logistics office.

Major Duties

Incumbent serves as both the Deputy Director and the Chief of the Logistics Plans and Operations Division.

Deputy Duties:

60%

1. Serves as the Deputy to the Logistics Director, assisting in the planning, directing, budgeting and controlling the accomplishment of logistics' directorate responsibilities. Incumbent provides continuity in the effective management of assigned duties and responsibilities and assists in the establishment of overall responsibilities and objectives of the directorate 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 Directorate. Establishes and monitors compliance with internal policies and standing operating procedures on a continuing basis, appraises operations to insure that objectives are met 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.
- Is responsible for the vertical and horizontal integration of products and services provided by other Divisions to support a worldwide program. Incumbent is delegated full authority for management decisions related to major life cycle support programs, projects and services. Assures continuity of management at times of change or absence of director. Applies an extensive knowledge of management concepts, principles, and practices as well as a general knowledge of the methods, practices and processes of technical disciplines. Management responsibilities involve projects requiring substantial technical effort by functional elements including Planning, Programming and Budget Execution as well as support from organizations such as Acquisition, Contracts, Resource

Management, Engineering, PAO, and support service contractors. Projects may span several years and/or have potentially sensitive issues. Typical projects including everything from Long-Range Planning to the receipt and issue of \$200M+ of products and services worldwide in support of the U.S. Army, other services, other federal agencies and foreign governments.

- Oversees, prioritizes and directs Logistics Plans and Operations Division activities. Interfaces both internally and externally to assure that the corporate effort will result in quality projects on time and at a reasonable cost. Provides leadership in establishing and maintaining effective management processes and a work environment conducive to effective integration of technical functions of planning, logistics support, engineering, contracting, and resource management with programs and project management.
- Works closely with the director, division heads and other principal staff, providing continuity of corporate leadership in assessing worldwide life cycle support and work requirements and in developing corporate plans, goals and objectives. Confers with corporate leadership and managers to establish broad mission requirements and objectives, plan for accomplishment, review status and progress, provide management guidance and direction, and provide advice and/or decision on policy matters. Assures the establishment of corporate goals on schedule, cost, scope and budget in Project Management Plans (PMP) in coordination with functional elements. Provides overall continuity in corporate leadership to ensure commitments to and from customers/partners are met and project execution achieved. Implements controls to assure charges to projects reflect commitments to customers and partners on cost, quality and schedules. Serves, along with the Director of Resource Management, as a member of the Resources Management Team, whose purpose is to allocate workload and review and recommend approval of operating budgets for Directorates and Project Managers. Conducts Plan vs. Actual reviews with Division heads to prioritize, allocate and reallocate resources IAW Army wide and command priorities.
- Directs the formulation of the Program Objective Memorandum six-year program and annual program budget. Forecasts and plans for other direct funded customer requirements. Prioritizes program elements. Monitors studies and fiscal execution, analyzing deviations, problems, and develops solutions to assure commitments and obligations are met. Directs the preparation, compilation, review, analysis and submission of all program data required for the program budget. Evaluates and interprets directives and policy instructions regarding programs and estimates.
- Provides continuity of corporate leadership and interfaces with potential customers and sponsors; represents the director at meetings, briefings, conferences, hearings, etc., with officials of other Major Army Commands, HQ Department of Army, other Federal agencies and foreign governments related to capabilities of life cycle contracts and contracting. Makes commitments and speaks with the authority of the director and commander in furnishing responses and/or solutions. Serves as the responsible directorate spokesperson between the directorate and project sponsors, funders and customers. Ensures commitments to and from potential sponsors are met. Resolves controversies among funders and customers, other offices, Federal agencies and non-Federal agencies. As the responsible authority, develops and executes Memoranda of Agreement/Understanding, and similar agreements within the directorate's authority. Insures that customers are informed of the status of work and funds. Conducts periodic coordination meetings and program reviews to insure full understanding and communication on critical project issues, budget and schedule.

2. Division Chief duties: 40%

As Chief of the Plans and Operation Division, supervises a staff of program and project managers, administrative and support team members. Directs day to day activities of the staff. Has the authority to approve the full range of personnel management actions, which includes significant dependence on use of support service personnel and may have approval authority for

organizational change proposals. Develops long range organizational plans and goals. Assures that the equal opportunity programs for minority groups, minorities and disadvantaged persons are implemented, operational and effective.

- Defines program and project management goals. Develops coordinated positions with sponsors and customers and makes programming decisions that affect long range courses of action of critical importance. Serves as an authoritative source for decisions and guidance dealing with compromises and changes in project objectives. Implements overall programs and project management guidance and policy. Oversees the management of actual project resource utilization (funds and manpower) to ensure effective resource utilization in compliance with Acquisition Program Baselines (APBs), PMPs, and Internal Operating Budgets (IOBs), and initiates action to align resources.
- Provides management oversight and direction on the development of APBs, PMPs and IOBs. Participates with functional divisions in development of the baselines and plans. Resolves issues with functional elements to assure optimum product/service schedule, cost, scope, acquisition plan, budget and quality. Directs the allocation of project resources in accordance with plans to assure objectives and commitments are effectively met. Oversees all phases of major projects to insure integration between divisions and coordination within established timeframes and maintains corporate goals and objectives, consistent with commitments and policy, as well as measurable performance criteria. Conducts periodic program reviews, plan vs. actual reviews, and analysis briefings to compare progress with objectives and established milestones. Identifies areas where slippage is occurring and determines required corrective action to bring project in line with established schedules. Identifies needed changes in corporate emphasis during any project phase and either initiates or approves changes recommended by technical functions to maintain approved schedules and costs. Provides guidance for functional managers to facilitate the effective resolution of technical problems, conflicts and controversial issues, insuring that project issues are quickly resolved.
- Performs the full range of personnel management responsibilities. Sets and adjusts short and long- term priorities, prepares schedules for completion of work, oversees progress and resolves conflicts. Assigns work to subordinates based on priorities, difficulty of the assignment, and the capabilities and availability of the employee. Develops performance standards, evaluates performance and where appropriate, recommends awards. Gives advice, counsel and instruction to individual employees on both work and administrative matters. Hears and resolves complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor. Effects minor disciplinary measure such as warnings and reprimands, recommending other action in more serious cases. Interviews candidates for positions, recommends appointment, promotion or reassignment to such positions. Identifies developmental training needs of subordinates and makes provisions for meeting these needs. Continually strives to increase the quality of the work directed.

Performs other duties as assigned.

These factors pertain to the 1st level supervisory duties only:

Factor 1 – Program Scope and Effect

This position directs a program segment that performs professional work affecting the entire management of the mission of Logistics Directorate. The directorate's mission includes a wide variety of projects included in the acquisition and logistics support of complex simulators and training systems fielded or planned to be fielded worldwide. The projects are spread through a region consisting of all fifty states, Germany, Mexico, Korea, Saudi Arabia, Egypt, Bosnia, Macedonia, Kosovo, and other foreign countries and are for more than one agency. The project management performed by the incumbent materially affects the effectiveness, efficiency and productivity of the directorate and assures that projects are completed on time and within budget and that they meet the needs of the customer.

Factor 2, Organizational Setting

This position is accountable to the Director who is one level below a SES position.

Factor 3, Supervisory and Managerial Authority Exercised

Plans and coordinates the work of the Division and manages the overall program through a matrix management structure and extensive use of support service contractors. The life cycle mission is more than 95% outsourced, requiring a high degree of expertise in contract oversight. Incumbent is delegated full authority to approve or disapprove the entire range of personnel actions including organizational changes. Serves as the senior advisor to the director, and the Commanding General in the absence of the Director, the management staff of three other divisions, customers, local representatives, etc., on program questions.

Factor 4, Personal Contacts

Subfactor 4A – Nature of Contacts

Frequent contacts are with Department of Army leadership at the general officer level, acting as program sponsors, and major customers of services provided, also at the general officer level. There are also frequent contacts within the directorate, with technical specialists and management of other HQs and agencies, with division senior level officials and with HQ Army Materiel Command. Other contacts are with key representatives of customers and project sponsors, congressional staff members, media organizations, organized groups, engineering and contracting officials and other government agencies. Contacts generally occur in scheduled meetings, briefings, presentations and conferences.

Subfactor 4B – Purpose of Contacts

Purpose of contacts are to represent the directorate and provide advice and guidance on program and project operations; obtain or commit resources for project execution, persuade or negotiate with concerned parties to gain compliance with established policies, regulations and milestones. Purpose is also to maintain effective communication and relations with directorate staff, sponsors and other interested parties; and keep the director and key management staff apprised of the status of program and project execution.

Factor 5, Difficulty of Typical Work Directed

The incumbent directs the work of the following types of positions: Senior Military Analysts (retired full Colonel), Program Analyst (GS-13s and retired LTC), Program Managers (GS-14s and GS-13s) and Senior Inventory Management Specialist (GS-13). The highest level of work directed which constitutes at least 25% of the workload is: Allocating resources and integrating efforts of three GS-14 Program Managers executing well over \$200M of Army funds.

Factor 6, Other Conditions

Supervision at this level requires considerable coordination and integration of a number of major work assignments, projects or program segments of professional, technical or administrative work comparable in difficulty to the GS-15 level.

Evaluation Statement

Position Location: Logistics Directorate, STRICOM, Orlando, FL

References: USOPM Series Definition, GS-0340, Jan 99
USOPM GSSG, Jan 99

Series Determination: The GS-0340 series covers positions which involve managing or directing one or more programs, including appropriate supporting service organizations, when the paramount qualification requirement of the position is management and executive knowledge and ability and do not require competence in a specialized subject-matter or functional area. Subject position will serve as full deputy to the Director of Logistics, who is classified in the GS-0340 series. Position requires such significant managing/directing skills and knowledges; therefore, is placed in the GS-0340 series.

Grade Level Determination:

Subject position is dual hatted in that it serves as both a full deputy and as Chief of Plans and Operation Division in the Logistics Directorate.

The GSSG was reviewed for grade determination. However, the standard clearly states that the GSSG evaluation criteria in that guide "are not designed to be applied directly to deputy positions." It does go on, however, to state that "... The grade of a full deputy ... which shares fully in the duties, responsibilities and authorities of the "chief" should normally be set one grade lower than the grade of the supervisory duties of the position to which it reports...". The incumbent of this position does, in fact, share fully in the duties and responsibilities of the Logistics Director, who is a GS-15. Since there are no extenuating circumstances which would affect the grade for subject position, the grade determination for the assigned deputy duties is GS-14.

The GSSG was applied, however, to the first level supervisory duties and responsibilities and it has been determined that they do not meet the GS-14 level. The higher level duties are performed for a significant amount of the time (e.g., 60%), therefore, in accordance with established classification guidance, the final evaluation for subject position is GS-0340-14.

CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 1 21 2001

"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."