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

1. Agency Position No.: NL12350

2. Reason for Submission: [ ] Redescription [X] New [ ] Reestablishment [ ] Other
Explanation *(Show any positions replaced)*

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

4. Employing Office Location: Orlando, FL.

5. Duty Station:

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: [ ] Yes [X] No

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

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

12. Sensitivity: [ ] 1 - Non-Sensitive [ ] 3 - Critical Sensitive [X] 2 - Noncritical Sensitive [ ] 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	JD	
e. Recommended by Supervisor or Initiating Office						

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

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

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

a. First Subdivision: Army Materiel Command (AMC)

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

c. Third Subdivision: Project Manager Training Devices (T)

d. Fourth Subdivision: Product Manager, Digitized Training (DT)

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: William A. Rucker, Deputy Project Manager Training Devices

Signature: William A. Rucker — Date: 19 June 01

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: William C. Youmans, Acting Chief of Staff

Signature: WCYoumans — Date: 6/16/01

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.

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

24. Remarks

Position is at full performance level.
BUS: 8888

The Army Acquisition Executive (AAE) has identified this position to be an Army Acquisition Corp (AAC) critical position. An employee placed in this position must sign a mobility agreement and otherwise be eligible for AAC membership.

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

INTRODUCTION

Position is located in the Project Manager for Training Devices (PM TRADE), Product Manager for Digitized Training (PM DT), of the Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the US 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 primary mission is planning, initiating, and directing the development and acquisition of all assigned DA system and non-system training devices designated as instrumentation or Combat Training Center related. Assures development and acquisition of training devices for assigned projects on schedule and at the lowest practicable cost in accordance with thresholds and requirements documents. Monitors viability of technical base for assigned devices and makes appropriate recommendations for redirection of research and development effort. Implements established policies to assure that all appropriate technical and management disciplines are considered and applied to each program. Provides planning and control over all project aspects to include cost, performance and schedule. Assures that all required program documents are properly prepared. Reviews specifications and contractor performance continually to assure compliance with objectives. Plans for and assists in the conduct of required in-process reviews and higher headquarters reviews for each assigned project. Advises the PM of changing funding requirements for assigned projects. Issues task assignments in accordance with approved Program Management Documentation to functional divisions and other supporting agencies to form a balance technical/management team for each assigned project. The technical management team is responsible to the PM DT and PM/DPM TRADE for all required acquisition and management plans.

MAJOR DUTIES

Responsible to the Product Manager for planning, coordinating, and controlling the development and acquisition of Digitized Training, in accordance with the Product Manager's Charter.

1. Plans and Directs Operations: Serves as the Deputy Product Manager (DPM) for the Office of the Product Manager (PM), Digitized Training (DT). Shares with the PM the responsibility for planning directing, coordinating and managing a comprehensive program for the development procurement, production, fielding and all integrated logistics support for training devices. Establishes procedures, objectives and organization structure to

implement assigned projects/systems. Ensures interface and coordination of all actions involving DOD, DA, AMC and other organizational elements. Maintains continuous cognizant of all aspects of the assigned projects.

Determines and directs necessary actions, including activities of engineers, technical specialist, logistics managers, contractor staff and supporting DOD agencies personnel.

Ensures that supporting activities take timely and appropriate action. In the absence of the PM, serves as PM DT/TRADE representative on assigned projects. Supervises a staff of military and civilian specialists, to include Project Directors, Program Analysts, clerical and others. Directs activities of additional civilian specialists in the matrix to include Project Engineers, Software Engineers, Contracts Specialists and Service Support Contractor Specialists. Incumbent requires management and executive knowledge in the following areas: research and development, procurement, production, logistics management, reliability and maintainability, configuration management and financial management. Additionally, incumbent requires the ability and knowledge to manage the inter-disciplinary actions necessary to integrate complex training devices. These capabilities and experiences serve as a basis for recommendations and decisions at senior management levels.

As a Deputy PM, the incumbent is the principle advisor to the PM DT in all assigned projects/functions; shares responsibility for and participates in all technical and administrative functions by planning, organizing, directing, coordinating and controlling activities within the Division. All levels recognize the incumbent as having interchangeable status with the PM in Division matters, including but not limited to, exercising direction over Division personnel and making major decision/commitments.

Jointly assists with the PM DT in planning, directing and managing a comprehensive program of development, procurement, production, supply and maintenance to provide a balanced, expedited, economical and effective system for accomplishment of the assigned project(s)/system(s). Analyzes the impact that any contemplated budget revision, program adjustment, legislative change, economic trend, directive or other of higher echelon may have upon the project and takes positive action to minimize adverse effects. Inform key personnel of overall plans, policies and objectives. Ensures that new programs are planning and integrated with current operations.

50%

2. Performs Coordination and Managerial Duties: Maintains an up-to-date cognizance of all aspects of the assigned projects. Reviews and evaluates data relating to short and long-range technical management, financial objectives and requirements to keep abreast of program progress and anticipated problems. Identifies problem

areas and determines and directs action necessary to accomplish the project plan. Advises supervisor of program progress and all of instances where DOD, DA or AMC action is necessary to resolve a problem or correct deficient performance. Maintains liaison with appropriate representatives: Joint Staff agencies, Army Staff agencies, major Army Commands, major subordinate commands, field installations, other services, industry and allied nations; to assure up-to-date knowledge of technological state-of-the-art and awareness of all planning actions, to preclude potential slippage and to maintain projects within cost. Evaluates pertinent data from such points of contact to provide ready, accurate and complete response to policy and program status inquiries from the Offices of the Secretary of Defense, Chief of Staff and Secretary of the Army, and CG, AMC. Attends high level conferences and meetings with representatives of DOD, DA, AMC and other commands and agencies, private industry and foreign countries on matters pertaining to all aspects of assigned programs. Serves on various top-level advisory boards and committees relative to the general management and technical aspects of the projects, recommending and/or acting on proposals involving top-level policy and having significant impact on national defense programs and government policy.

Maintains continuing surveillance of trends in any general management area/mission operation. Determines the need for studies involving new concepts or status of existing programs and presence of overlapping and/or non-essential activities. Directs corrective action as appropriate.

Provides input and supervision to subordinates in the creation and maintenance of planning and programming actions for development plans, product improvement, acquisition, maintenance and replacement of relocation projections, to provide a balanced, economical and effective training device program. Provides management assistance in monitoring, identifying and resolving potential or existing DA/AMC training device issues. Maintains communications and interface with senior headquarter other PMs, the user community (TRADOC), DOD/DA and industry representatives in effectively and efficiently managing future requirements.

Provides leadership, direction and monitoring of specific system development and acquisition plans for inclusion of AMC/DA/DOD guidance for interoperability and standardization of both system components and specific training devices. Ensure that interoperability and standardization requirements are adequately managed and that planning is conducted for the existing and future training devices with weapon systems PMs and with US NATO and other allies.

Ensure that adequate internal control systems are developed and operative so that government resources are efficiently and effectively managed. Specifically manages the organization's development, implementation, execution and review procedures for

effectively and efficiently allocating, expending and controlling all programmed resources for programs and operations.

Is responsible for PM activities involving the development of systems, program acquisition plans and logistics support plans and their adherence to higher level guidance for spare parts acquisition. Manages the issuing of policies, procedure and internal PM guidelines, and personally monitors the development of system acquisition.

25%

3. Personnel Management and Equal Employment Opportunity: Executes personnel management related to the accomplishment of assigned mission. Serves as first line supervisor 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 formally evaluates subordinates' performance; provides input to Officer Evaluation Reports (OERs) for military members. Ensures assigned military personnel are managed in accordance with appropriate regulatory guidance. Provides written input to ratings for co-located matrix personnel. For subordinates, sets priorities, overall schedules, establishes performance standards, evaluates work and identifies and schedules required training. Performs position management and recommends appointments, promotions or reassignments. Promotes sound position management principles by planning the 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. 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.

SUPERVISORY CONTROLS

Works in concert with and is administratively supervised by the Product Manager for Digitized Training (DT). Operates under broad programs, policies and procedures prescribed by Charter for PM DT. Acts on matters concerning revision or deviation from policy and procedures of a major nature, long-term planning and/or department and agency-wide coordination on major issues/problems. Incumbent is delegated the full line authority for the centralized management of assigned projects. Major policy decisions are considered to be technically authoritative and are normally accepted without change. Specific decisions

concerning training devices made are final decisions and bind the PM and the Army.

Special Requirements: Worldwide travel is required. Contact will range from military personnel to officials of foreign governments.

FACTORS

FACTOR 1 - PROGRAM SCOPE AND EFFECT - 775 Points

This position directs a segment of a professional, highly technical and complex program that involves major aspects of Army's simulation efforts and technology advances.

The program segment directed by this position effects STRICOM's ability to perform its mission as a major subordinate command, which in turn affects the readiness of the U.S. Army. Projects managed receive frequent congressional and media attention and are essential to the success of major defense programs.

FACTOR 2 - ORGANIZATIONAL SETTING - 100 Points

This position is accountable to a position that is two reporting levels below the first SES, flag or general officer. The Deputy Product Manager for Digitized Training reports to the Product Manager who in turn reports directly to the Project Manager for Training Devices. The incumbent is supervised and rated by the Product Manager, who is a GS-0340-14.

FACTOR 3 - SUPERVISORY & MANAGERIAL AUTHORITY EXERCISED - 450 Points

Plans and schedules ongoing work on a quarterly or annual basis and adjusts staffing levels within their organizational unit to accommodate resource allocation decisions made at higher echelons; assigns work (based on capabilities of the employees), schedules and deadlines; evaluates work performance of subordinates, advises and counsels subordinates, makes selections for vacancies and promotions, hears and resolves complaints of employees, effects disciplinary measures, identifies training needs, develops objectives and standards, and improves productivity.

FACTOR 4 - PERSONAL CONTACTS **Subfactor 4A-3 Nature of Contacts** **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-3 100 Points
Purpose of Contacts

The purpose of contacts is to justify, defend or represent the program segment in obtaining or committing resources; gaining compliance with established policies, regulations, or contracts. Contacts quite often have a direct impact upon how smoothly and speedily a project progresses and the success of project results.

FACTOR 5 - DIFFICULTY OF TYPICAL WORK DIRECTED - 1030 Points

The highest level of creditable base level GS (and military equivalent) WORKLOAD directed is GS-13. The GSSG dictates the proper Factor level is 5-8 and points to be credited are 1030.

FACTOR 6 - OTHER CONDITIONS - 1325 Points

This position supervises the extensive coordination and integration of complex programs of professional, scientific, and technical work comparable in difficulty to the GS-13 level. Supervision and resource management involves major decisions and actions that have a direct and substantial effect on the organization and projects managed. For instance, this position make recommendations and/or final decisions on significant internal and external problems and policy issues affecting the U.S. Army and the mission of the product office. Develops, revises an 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= 3855