

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
NL12392

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL.		5. Duty Station		6. OPM Certification No.	
Explanation (Show any positions replaced) Replaces: NLY9806		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		13. Competitive Level Code *	
		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 type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 4 - Special Sensitive		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	Interdisciplinary Supervisory General/Computer Electronics Engineer/Computer Scientist	GS	801/854/855/1550 (13)	14		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)
Chief Engineer, Acquisition Support Office (ASO)

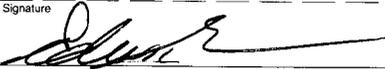
17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Department of the Army (DA)		c. Third Subdivision Research, Development and Engineering Center (RDEC) (E)	
a. First Subdivision Army Materiel Command (AMC)		d. Fourth Subdivision Acquisition Support Office (ASO)	
b. Second Subdivision Simulation, Training and Instrumentation Command (STRICOM)		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 Edwin A. Trier, Director (Acting) Research, Development and Engineering Center		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature	Date	Signature	Date
	2/21/01		

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
USOPM PCS for Computer Engineering Series, GS-0854, Jan 88, TS-83, Jul 9; PCS for Electronics Engineering Series, GS-855, Feb 71, TS-3, Jul 99; PCS for Computer Science Series, GS-1550, Jan 88, TS-83, Jul 99; GS Supervisory Guide, TS-52, Mar 81, Jan 99

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								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
Position is at the full performance level.
BUS: 8888
This is a Critical Acquisition Position.
*CL: 1437/1447/1448/1449

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

INTRODUCTION

Position serves as the Chief of the Acquisition Support Office located in the Directorate for Engineering and Technology Development of the Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of US Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for research, development, acquisition and fielding of Army training devices, simulations and simulators; instrumentation, targets and threat simulations; and Distributed Simulations. The Commander centrally directs, coordinates, and supports the materiel development, acquisition and sustainment activities through the matrix organization and four Project Managers.

POSITION SUMMARY

Serves as the principal advisor to the Director for assigned specialty-engineering support to the Command. Participates in managing the personnel assignments to support engineering efforts. Executes sound managerial principles and practices to assure effective accomplishment of mission and workload distribution. Incumbent possesses superior technical knowledge and experience in Department of Defense (DoD) and Army acquisition policies and procedures and is experienced in development of performance based technical requirements and work task. Oversees the Army Standardization Program tasked to STRICOM. Responsibilities encompass planning, programming, directing, and controlling specialty-engineering support to the STRICOM Project Managers and Directors during all acquisition phases of a system's life cycle. Assures in house and contractual efforts are executed in accordance with established policies, schedules and funding levels. Resolves technical problems in scientific and engineering fields and makes final decisions on controversial issues and problems crossing organizational lines. Effects internal and external coordination to ensure efficient STRICOM engineering support programs. Participates in meetings, briefings, and conferences with high ranking military and civilian official within AMC Department of the Army (DA) and DoD as well as private industry. Executes sound managerial principles and practices to assure effective accomplishment of mission and workload distribution. Establishes performance standards and appraises performance and recommends awards for assigned subordinates as required. Advises subordinates on career development, training needs and opportunities.

MAJOR DUTIES

1. Provides technical and administrative supervision and oversees and directs a variety of internal processes and programs for the Directorate. These include but are not limited to, Standards Program, Value Engineering Program, Information Systems Security

Program, Test and Evaluation Process, Safety Program, Environmental Program, Quality Assurance Program, Production Engineering Process, Materiel Release Program, and Data Management Process. Serves as the point of contact for each of these programs and assigns manpower and resources as required or requested by project directors and other command entities. Serves as the Standards Executive for the Command and represents the Command on higher headquarters engineering management groups and special studies with high ranking military and civilian officials within AMC, Department of the Army (DA) and Department of Defense (DoD) as well as private industry. Serves as the Information System Security Designated Approving Authority for systems where STRICOM is the materiel developer for sensitive but unclassified or unclassified programs. Chairs the Command Materiel Release Review Board. Applies a professional knowledge of electronics engineering practices, techniques, and principles and has expert knowledge of systems engineering practices and DoD acquisition procedures.

40%

2. Develops, monitors and continually improves on engineering processes and procedures in support of STRICOM systems. In conjunction with the Director, establishes and alters operating policies, procedures and priorities to provide for compliance with higher authority and to assure effective and successful accomplishment of programs and projects. Proposes new policies with respect to integration and coordination of the STRICOM effort. Adapts existing policies to incorporate state-of-the-art advances in technology related to simulation and instrumentation systems to assure effective and successful accomplishment of mission. Stays abreast of new and emerging technology related to simulation and instrumentation system.

25%

3. Participates in managing the personnel assignment to support engineering efforts. Provides input to budgeting processes and labor projections to maintain support for these internal programs and processes. Executes sound managerial principles and practices to assure effective accomplishment of mission and workload distribution. Devises effective and economical organizational structures, manpower allocations and functional breakdown to assure the optimum balance between skills utilization and economy efficiency. Reviews and manages the position structure and takes an active role in the position management review process. Encourages and supports the recruitment, selection, development, and retention of a high quality work force and promotes equal employment opportunity. Establishes performance standards and appraises performance and recommends awards for assigned subordinates as required. Advises subordinates on career development, training needs, and opportunities. Approves leave and training requests, resolves grievances and complaints and promotes acceptance of other

special emphasis programs as required. Approves all personnel actions and requests and resolves issues that may arise as a result of limited and/or conflicting resources for program support.

25%

4. Serves as the focal point within the Directorate for customer requirements for resource allocations. Coordinates with Deputy Directors and Navy Engineering Competency and assures adequate distribution of manpower to various STRICOM acquisition projects requiring engineering support. Coordinates the work of various organizational elements to ensure sound and consistent project assignments and functional relations in support of mission accomplishment.

10%

Performs other duties as assigned.

SUPERVISORY FACTORS

FACTOR 1 - PROGRAM SCOPE AND EFFECT - LEVEL 1-4 - 775 Points

Scope: 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.

Effect: The program segment directed by this position effects STRICOM's ability to perform its mission as a major subordinate command in the simulation, instrumentation and training devices arena, which in turn affects the readiness of the U.S. Army.

FACTOR 2 - ORGANIZATIONAL SETTING - LEVEL 2-3 - 350 Points

This position is accountable to a position described as "Director, RDEC" which has been determined to be equivalent to a SES position.

**FACTOR 3 - SUPERVISORY & MANAGERIAL - LEVEL 3-2c - 450 Points
AUTHORITY EXERCISED**

This position 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, improves productivity.

FACTOR 4. PERSONAL CONTACTS

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

This position has personal contacts with high-ranking personnel within the organization and representatives of other organizations on matters pertaining to systems and specialty engineering. This position also maintains technical contact with other Government and non-Government agencies, contractors, universities, etc.

Subfactor 4B-3 - Purpose of Contacts - 100 Points

This position has personal contacts to justify, defend and negotiate to gain compliance with established policies and regulations. Contacts also involve active participation in representing the organization at conferences, technical meetings, and presentations to discuss technical requirements, technical advances, policies, and proposals involving issues of considerable impact to the program managed.

**FACTOR 5 - DIFFICULTY OF TYPICAL - LEVEL 5-8 - 1030 Points
WORK DIRECTED**

The highest level of creditable base level GS (and military equivalent) WORKLOAD directed is GS-13.

FACTOR 6 - OTHER CONDITIONS - LEVEL 6-5a - 1225 Points

Supervision and oversight requires significant and extensive coordination and integration of a number of important projects of professional, scientific, technical, managerial, or administrative work comparable in difficulty to the GS-13 level.

As a recognized expert in assigned specialty engineering areas, this position renders special advice and assistance to supervisors within their assigned areas in developing policies, establishing guidelines, and determining program direction. Anticipates major operational and technical problems, recognizes future program needs, identifies need for program or policy changes, makes recommendations, and/or initiates action to meet those needs. Insures adherence to all policies and guidelines. Integrates and coordinates the Office's activities with the activities of the other organizational elements. Must maintain an effective interface with program development efforts to ensure maximum flow of analysis and program information to those performing support to the program. Directs efforts to establish and maintain effective working relationships with various complex Service simulation, instrumentation and training project elements.

CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 12392

"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."