

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
NL12494

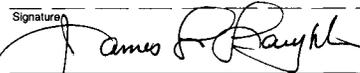
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|---|--|--|--|---|--|--|--|--|--|
| 2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment | | 3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field | | 4. Employing Office Location Orlando, FL. | | 5. Duty Station | | 6. OPM Certification No. | |
| Explanation (Show any positions replaced) Replaces: NL11095 | | 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 type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" 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 1465 | | 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 | SUPERVISORY IT SPECIALIST (PLCYPLN/SYSANALYSIS) | GS | 2210 | 14 | | |
| e. Recommended by Supervisor or Initiating Office | | | | | | |

16. Organizational Title of Position (if different from official title) _____
17. Name of Employee (if vacant, specify) _____

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|---|---|
| 18. Department, Agency, or Establishment Department of the Army (DA) | c. Third Subdivision Chief of Staff (CS) |
| a. First Subdivision Army Materiel Command (AMC) | d. Fourth Subdivision Information Systems Division (CSI) |
| b. Second Subdivision Simulation, Training & Instrumentation Command (STRICOM) | e. Fifth Subdivision |

19. Employee review - This is an accurate description of the major duties and responsibilities of my position.
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 James L. Laughlin, Colonel, GS, Chief of Staff | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) |
| Signature:  Date: 10 Dec 17 | Signature: _____ Date: _____ |

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|---|--|
| 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 L. Laughlin, Colonel, GS, Chief of Staff | 22. Position Classification Standards Used in Classifying/Grading Position OPM Job Family PCS for Administrative Work in the Information Technology Group, GS-2200, May 01. Series covered by this Standard: Information Technology Management, GS-2210. OPM General Schedule Supervisory Guide, Jun 98, (HRCD-5). 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: 10 Dec 17 | |

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

24. Remarks
Position is at the full performance level.
BUS: 8888

INTRODUCTION

This position functions as the Chief of the Information Systems Division located in the Chief of Staff, of the U.S. Army Simulation, Training and Instrumentation Command (STRICOM) is a Major Subordinate Command (MSC) of the U.S. Army Materiel Command (AMC). STRICOM provides training and test simulation, simulator, target and instrumentation products and services to the U.S. Army and foreign governments. STRICOM serves as the Army technical manager for Distributed Interactive Simulation, and provides acquisition management and direction for the research, development, acquisition, and fielding of Training Devices, Simulations and Simulators (TDSS), major test instrumentation, targets and threat simulators. The mission encompasses cradle to grave life cycle acquisition beginning with technology base programs and following through with each phase of the acquisition process. The incumbent directs and supervises the work of government and contractors across a broad range of professional and technical skills. Responsibilities include management oversight of all business information systems within the command. Management oversight includes requirement analysis, development and design, acquisition, fielding, and sustainment of business information technology (IT) programs. Other responsibilities include the development and implementation of business process reengineering (BPR) initiatives across the command.

MAJOR DUTIES

1. Develops and promulgates policy governing the use of information management technology in the command. Maintains cognizance of trends in information management technology and systems, including automation, data processing, and telecommunications. Develops and presents long-range plans to maintain the currency of installed systems and to incorporate technological advances where appropriate. Identifies the resources required to maintain and upgrade the installed systems, and the best means of meeting those resource needs. Consults with other personnel in the command to identify information requirements and new opportunities, and develops or directs the development of plans to meet the requirements. Meets with external customers and potential customers to explain and demonstrate capabilities, identify information needs, and formulate proposals to meet those needs. Represents the command in meetings and conferences at higher headquarters concerning the information management program.

40%

2. Provides technical oversight of contract work. Study functions to determine the feasibility and appropriateness of contracting the work, and recommends contracting work that is not inherently governmental in nature. Identifies the specific technical requirements of work to be contracted and the level of performance needed, including the timing of work and the performance requirements, which must be met. Coordinates and integrates the work of contractors and government employees, by assigning specific activities to contractors or government employees, ensuring that functions are performed in the required sequence and time frame, and that government employees and contractors work cooperatively. Monitors contractor performance, and decides on the acceptability of contractor work.

30%

3. Directs and supervises government employees, using some subordinates to lead and guide the work of both government and contract employees. Exercises the following authorities and responsibilities: (1) plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work; (2) assigns work to subordinates based on priorities, the difficulty and requirements of assignments, and the capabilities of employees; (3) sets performance requirements and evaluates the work performance of subordinates; (4) advises, counsels, or instructs employees; (5) interviews candidates for positions in the unit and recommends selection; (6) hears and resolves complaints from employees; (7) effects minor disciplinary measures and recommends action in more serious cases; (8) identifies training needs of employees and arranges for needed training; and (9) initiates a variety of personnel actions affecting subordinates.

30%

Performs other duties as assigned.

FACTOR 1: PROGRAM SCOPE AND EFFECT

This position directs the information management program for a major subordinate command of the Army Materiel Command, consisting of four project management organizations and several support elements. The command is responsible for the engineering development and fielding of simulation and instrumentation systems in support of the systems testing and military training missions of the Army. The command is also the Army's executive agent for Distributed Interactive Simulation.

FACTOR 2: ORGANIZATIONAL SETTING

This position reports to the Chief of Staff, who in turn reports to the General Officer.

FACTOR 3: SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED

The work of the division is accomplished by a combination of both government and contract employees. This position directs the activities of the government employees through subordinates who have been designated as "lead" employees in their assigned functions, and who direct a mix of government and contract employees. Other functional areas are staffed entirely by contractor employees, over which this position maintains technical oversight.

FACTOR 4: PERSONAL CONTACTS

This position has personal contacts with managers and technical staffs at higher and lateral headquarters within the Department of the Army, and with customer organizations outside the Army. These contacts are made to obtain or provide information, to explain requirements, and to defend or justify actions taken in support of the command's information management requirements.

FACTOR 5: DIFFICULTY OF TYPICAL WORK DIRECTED

This position directs work primarily at the GS-12 level and below, performed both by government and contractor personnel.

FACTOR 6: OTHER CONDITIONS

This position is delegated responsibility for directing the command's information management program, including such responsibilities as developing and recommending command policy, identifying resource requirements, and proposing the initiation or modification of programs to meet the information needs of the command. The range of professional and technical talents required, as well as design, field and supporting a local area network and complies/tailored Management Information System is extremely broad. In fact, the level of expertise, in several areas is not available within the government and therefore, the incumbent must direct the efforts of highly trained/specialized contract personnel. Current oversight of contractor IT staffs exceeds 70 personnel. Often the work supervised is analytical, interpretive, judgmental, evaluative or creative. Requirements to support the Command Group, Project Managers and Directors with BPR and automated tools and information systems. Often with short notice, causes continuous shifts in priorities, making it difficult to plan and accomplish organizational goals and objectives. Technology is constantly changing in terms of capabilities available, and difficult to plan and accomplish organizational goals and objectives. Technology is constantly changing in terms of capabilities available, and difficult decisions must continually be made to maintain an optimum configuration. All of these things serve to increase the difficulty of supervision.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 12494

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