

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. NL12585

2. Reason for Submission: Redescription, Reestablishment, New, Other

3. Service: Hdqtrs., Field

4. Employing Office Location: Orlando, FL.

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act: Exempt, Nonexempt

8. Financial Statements Required: Executive Personnel Financial Disclosure, Employment and Financial Interests

9. Subject to IA Action: Yes, No

10. Position Status: Competitive, Excepted (Specify in Remarks), SES (Gen.), SES (CR)

11. Position is: Supervisory, Managerial, Neither

12. Sensitivity: 1 - Non-Sensitive, 2 - Noncritical Sensitive, 3 - Critical Sensitive, 4 - Special Sensitive

13. Competitive Level Code: 1300

14. Agency Use

Explanation (Show any positions replaced)
Replaces: NL10603

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	Management Analyst	GS	0343	12		
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)

c. Third Subdivision: Directorate for Resources Management (R)

a. First Subdivision: Army Materiel Command (AMC)

d. Fourth Subdivision: Cost Analysis and Systems Division (RC)

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

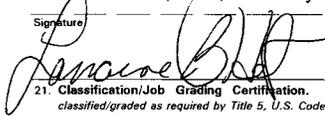
e. Fifth Subdivision

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: Lorraine B. Hotz, Chief, Cost Analysis and Systems Division

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

Signature:  Date: 3-25-02

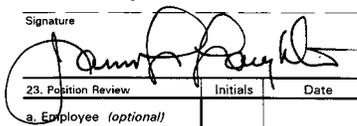
Signature: _____ Date: _____

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: USOPM PCS for Management and Program Analysis Series, GS-0343; Aug 90, TS-98 (HRCD-7); USOPM AAGEG, Aug 90, TS-98 (HRCD-7); USOPM Digest of Significant Classification Decisions and Opinions, No. 7, Aug 85, Issue: Level 2-5.

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.

Typed Name and Title of Official Taking Action: James L. Laughlin, Colonel, GS, Chief of Staff

Signature:  Date: 8 Apr 02

Signature: _____ Date: _____

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

24. Remarks: Position is at the full performance level. BUS: 7777. NON-CRITICAL ACQUISITION POSITION: The employee must meet DoD 5000.52-M requirements applicable to the duties of the position.

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

INTRODUCTION

Position is located in the Cost Analysis and Systems Division within the Directorate for Resources Management of the Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. 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, simulators, testing and training instrumentation, targets, and threat simulators. The mission includes cradle to grave life cycle acquisition beginning with technology base programs and following through with each phase of the acquisition process. The Commander centrally directs, coordinates and supports the material development, acquisition and sustainment activities through the functional matrix organizations and four project managers. This position serves as the command focal point on manpower functions. This position directly supports the analysis, establishment, and sustainment of the STRICOM manpower and associated funding. Serves as the authoritative source to the Commander, Project Managers (PMs), Directors (Dirs) and other key management personnel for all information concerning manpower matters within STRICOM.

MAJOR DUTIES

1. Serves as command Management Analyst expert to the Commander, Deputy Commander, Chief of Staff, PMs, and Directors on: establishing policies, methodologies, procedures and staff guidance for management on manpower planning and execution concepts; application of accepted practices; and the identification, analysis, and recommended solutions on manpower management problems associated with planning, execution, and funding. Analyzes manpower requirements, funding requirements, maintenance of Table of Distribution and Allowances (TDA), Program Budget Guidance (PBG), Work Year and End Strength authorizations and execution. Supports STRICOM Internal Operating Budget (IOB) development and execution by gathering requirements and integrating PM/Directorate information with PBG data to build the final IOB.
2. Evaluates civilian and military strength levels. Reviews proposed recruit actions with a focus on organization structure, authorizations, and funding sources. Maintains and analyzes the command staffing plan. Analyzes monthly financial 218 reports directly relating to work years, end-strength, and funding (PBG and actual) execution. Prepares and establishes the TDA to include identification of authorized/required positions with associated funding. Prepares the monthly matrix work year and end strength data. Participates in manpower studies and surveys conducted by AMSAA, AMC, and STRICOM. Obtains necessary reprogramming authority from higher HQ. Efforts associated with manpower studies determine total military and civilian authorizations, staffing levels and re-alignments, which reflects the optimum organization structure for STRICOM. Study results are briefed to the Commanding General, HQ AMC, and the Department of Army (DA).

3. Builds a general understanding of STRICOM programs and relationships of the acquisition phases and funding source requirements and supports the manpower schedule 8s requests for additional authorizations and manpower re-alignment requirements during the Program Objective Memorandum (POM) cycle. Provides written guidance to PM/Dirs regarding manpower requirements and execution. Provides staff advisory service to PM/Dirs in the determination of manpower requirements, allocation and control of manpower spaces to ensure authorizations and funding executions are synchronized. Recommends to management on the development and/or interpretation of rules, regulations, and procedures affecting manpower. Reviews, interprets and implements manpower guidance from the division. Develops manpower resource guidance for subordinate activities. Serves as a source of information to all staff, management, and HR on manpower matters. Advises on manpower problems and makes recommendations. Develops presentation formats and presents findings, conclusions, and recommendations to appropriate officials: Commanding General, Executive Steering Committee, PM/Dirs, HQ AMC, and DA. Leads conferences with appropriate Command representatives to present problems and solutions peculiar to command goals and interests directly related to manpower functions. Performs continuous appraisal of the utilization of Command manpower resources in accomplishing program objectives. Analyzes utilization data and evaluates trends and deviations. Prepares manpower projections and/or other reports reflecting authorization and funding execution for all civilian and military personnel. Prepares military and civilian funded utilization reports and strength reports. Monitors actual utilization against planned utilization. Makes recommendations to management regarding the need for additional or turn back of allocations. Prepares replies to reports of the Inspector General (IG), Army Audit Agency (AAA), General Accounting Office (GAO), other agencies or Congress. Assures all manpower targets/ceilings are met. Provides justification to any higher authority for use during the allocation process. Recommends, upon receipt of manpower allocation, distribution to offices in accordance with workload, budget, Command priorities and constraints. Analyzes request for manpower requirement changes and makes recommendations. Interprets regulations, directives and/or policy statements. Explains effect and impact on the Command of management action required to achieve conformity or advises on the condition under which exceptions can be made.

Performs other duties as assigned.

Factor 1. Knowledge Required by the Position - Level 1-7 - 1250 Points

- Knowledge of funding and manpower integration.
- Expertise in the area of manpower and financial principles, concepts, procedures and operations associated with the relationships between funding, authorizations, work-year and end-strength planning and execution.

- Knowledge of and skill in the analysis and comparison of related funding sources and specific program acquisition phases to terms of planning and execution of associated manpower.
- Understanding of the quantitative relationships between program plans and budgetary data in related forms and schedule to adjust such data to reflect changes in funds available, obligations, end-strength and work-years.
- Knowledge of Department of Defense (DoD), DA, and AMC policies and regulations governing manpower management, organization and mission, and manpower funds management to monitor, track, realign and support manpower resources.
- Knowledge of the Planning, Programming, Budgeting, and Execution System (PPBES) and the relationship between PPBES and the Command goals and objectives to ensure manpower resources are optimally applied to the highest priority programs and projects.
- Knowledge and skill needed to apply analytical tools and/or statistical methods to develop short and/or long-term manpower management.
- Skill in analyzing resource needs, organizational structuring and interfaces (horizontal and vertical) to conduct organizational management surveys and studies based on mission and functions STRICOM-wide.

Factor 2. Supervisory Controls - Level 2-4 - 450 Points

Incumbent works under the general supervision of the Cost Analysis and Systems Officer. The incumbent and supervisor develop mutually acceptable plans for the work to be done, the scope of work, and deadlines for completion. Incumbent plans and carries out assignments independently and maintain provides detailed information to manpower team. Supervisor is advised on controversial matters. Completed work is reviewed by the team leader for compatibility with goals, guidelines, and effectiveness in achieving intended objectives. Staff and line management officials whose programs and employees would be affected by implementation of incumbent recommendations also review completed work.

Factor 3. Guidelines - Level 3-4 - 450 Points

The employee follows general procedures, policies and practices in agency and local supplements in the aspects of management analysis. Available guidelines require adaptation or interpretation for application to issues. Policies and precedents outline the results desired, but do not go into detail as to the methods used to finish projects. Incumbent refines or develops more specific manpower resource guidance for staff, management and HR on manpower matters.

Factor 4. Complexity - Level 4-4 - 225 Points

Studies involve gathering information, identifying and analyzing issues, and developing recommendations to resolve substantive problems of efficiency and effectiveness of work operations in a program or program support setting in connection with manpower and funding reviews, reorganizations, and allocation of workyears. Work requires the application of qualitative and quantitative analytical techniques that frequently require modification to fit a wider range of variables reflecting changes in funds available, obligations, end-strength and workyears.

Subjects and projects assigned at this level usually consist of issues, problems, or concepts that are not always susceptible to direct observation and analysis (e.g., projected missions and functions). Difficulty is encountered in measuring efficiency and effectiveness due to variations in the nature of administrative processes studied (e.g., those associated with processing information, reorganizing to meet changes in mission, or providing support services). Information about the subject is often conflicting or incomplete, cannot readily be obtained by direct means, or is otherwise difficult to document. Assignments involve compiling, reconciling, and correlating voluminous workload data from a variety of sources with different reporting requirements and formats, or the data must be carefully cross-checked, analyzed, and interpreted to obtain accurate and relevant information.

Work requires originality in refining existing work methods and techniques for application to the analysis of specific issues or resolution of problems. Makes decisions concerning the best means of obtaining information and the best way to correlate and compare manpower data in a wide variety of unrelated forms, schedules and reports. Incumbent revises methods for collecting data on workload, and proposed use of requested allocations.

Factor 5. Scope and Effect - Level 5-4 - 225 Points

This position serves as the command focal point on manpower functions. This position directly supports the analysis, establishment, and sustainment of the STRICOM manpower and associated funding and makes recommendations on the efficiency and effectiveness of program operations. Serves as the authoritative source to the Commander, PMs/Directorates and other key management personnel for all information concerning manpower matters within STRICOM. Work involves executing the full range of manpower programs, including manpower management studies and surveys, efficiency reviews, special manpower management reviews, and recommendations on the allocation of authorizations, workyears and funding.

Work contributes to the improvement of effectiveness, and efficiency in program operations at STRICOM. Recommendations and conclusions of

studies impact the plans, goals and mission of STRICOM, its subordinate activities, and the nature of administrative work (preparation and submission of reports, gathering and evaluating workload statistics) for the Army and Department of Defense.

Factors 6 & 7. Personal Contacts & Purpose of Contacts - Level 2-c 145 Points

The personal contacts are with employees, managers, Dirs/PMS, Commanding General in the Army, but outside the immediate office. People contacted generally are engaged in different functions, missions, and kinds of work, e.g., representatives from various levels within the agency, such as headquarters, regional district, or field offices, or other operating offices at STRICOM.

The purpose of contacts is to influence managers or other officials to accept and implement findings and recommendations on conclusions of studies and recommendations on organizational improvement or program effectiveness. Requires presenting controversial information that result in resistance due to such issues as organizational conflict, competing objectives, or resource problems.

Factor 8. Physical Demands - Level 8-1 - 5 Points

The work is sedentary. No special physical effort is required.

Factor 9. Work Environment - Level 9-1 - 5 Points

Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.