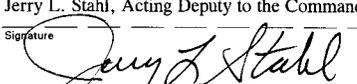
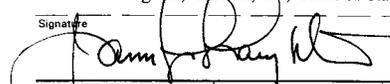


POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>						1. Agency Position No. NL12614	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <small>Explanation (Show any positions replaced)</small>		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL.		5. Duty Station	
		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 <i>(Specify in Remarks)</i> <input type="checkbox"/> 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 1400		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		ADL Program Director		GS	0301	14	
e. Recommended by Supervisor or Initiating Office							
16. Organizational Title of Position <i>(if different from official title)</i>				17. Name of Employee <i>(if vacant, specify)</i>			
18. Department, Agency, or Establishment Department of the Army (DA)				c. Third Subdivision			
a. First Subdivision U.S. Army Materiel Command (AMC)				d. Fourth Subdivision			
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.				Signature of Employee <i>(optional)</i>			
20. Supervisory Certification. <i>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</i>				<i>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.</i>			
a. Typed Name and Title of Immediate Supervisor Jerry L. Stahl, Acting Deputy to the Commander				b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>			
Signature 		Date 4/18/02		Signature		Date	
21. Classification/Job Grading Certification. <i>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.</i>				22. Position Classification Standards Used in Classifying/Grading Position USOPM PCS for Misc. Admin. & Program Series, GS-0301, Jan 79, TS-34, Jul 99, (HRCD-7); USOPM AAGEG, Aug 90, TS-98 (HRCD-7); USOPM Digest of Significant Classification Decisions & Opinions, No. 7, Aug 85; Issue: Level 2-5.			
Typed Name and Title of Official Taking Action James L. Laughlin, Colonel, GS, 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 18 Apr 02					
23. Position Review							
a. Employee <i>(optional)</i>		Initials	Date	Initials	Date	Initials	Date
b. Supervisor							
c. Classifier							
24. Remarks Position is at the full performance level. 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. BUS: 7777.							
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>							

INTRODUCTION

This position is located in the Joint Advanced Distributed Learning Co-Laboratory (Joint ADL Co-Lab), which is co-located with the Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the US Army Materiel Command (AMC). This office provides senior management and direction for research and technology programs that cross all military platforms, span agency boundaries within the Department of Defense and by their nature, require senior management and oversight with responsibility for reporting to the Joint ADL Co-Lab Senior Advisory Committee.

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 purpose of this position is to plan, promote, and direct a technical program to coordinate and implement the Advanced Distributed Learning (ADL) Initiative in support of the Office of the Secretary of Defense and the White House Office of Science and Technology Policy initiative.

MAJOR DUTIES

Serves as the Director of Joint Services Advanced Distributed Learning (ADL) Co-Laboratory. Analyzes, plans, manages, controls and budgets all aspects of the multimillion dollar ADL Initiative's Joint ADL Co-Laboratory from initial planning to actual implementation in support of the Office of the Secretary of Defense and the White House Office of Science and Technology Policy. Provides direct support to the Office of the Secretary of Defense and the White House Office of Science and Technology Policy to define and implement the ADL Initiative. Tests the future conduct of all ADL training within the Department of Defense (Army, Navy, Air Force, Marines and Coast Guard)..

Shares information and gain consensus between the military services, industry and academia involved in shaping the ADL Initiative. Identifies program objectives, management priorities and works through teams to execute those objectives. Exercises centralized authority and control over resource management such as funding, contracts, priorities, schedules, and personnel as required to ensure execution of the program within the time

allotted for completion. Authorized to direct and control the work performed by the members of assigned project teams and by those additional technical and administrative staff who may be assigned to temporarily support projects from various organizational elements. Performs the following:

1. Conceives ideas, exercises vision, and recognizes needed development with acceptable risk to achieve the objectives of the ADL Initiative. Manages Department of Defense (DoD), academic, and industry teams to identify, prioritize, and promote and accomplish the goals of the Advanced Distributed Learning Initiative.

(10%)

2. Manages the approved ADL Initiative program. Provides overall direction and control to principal investigators and other assigned team members. Initiates and maintains cognizance of individual project resources and tracks performance, cost, and schedules relative to planning estimates. Serves as project specialist for contractual efforts and assures that the process is adequately planned and conducted to achieve results in a timely fashion within the budgeted resources.

(20%)

3. Leads to advertise results to the potential military services. Ensures results are appropriately documented and cataloged, and is the driving force to search out potential military services and convince them to apply the technology for the improvement of ADL. Factors results back into the planning cycle to identify future programs.

(5%)

4. Develops and recommends DoD policies for ADL to the DoD Director of Readiness for Policy and Programs. These policies emphasize improving the readiness of military forces policy areas to include: methods of determining training requirements and resources, instructional systems development, use of training technology, performance measurements, and issues associated with cost-effectiveness of ADL training.

(10%)

5. Performs comprehensive prototype studies and analyses of the efficiency and effectiveness of DoD ADL training programs. Recommends defense-wide procedures and standards for the development and implementation of institutional training conducted by Service Components and/or contractors.

(15%)

6. Determines and recommends ADL training policies to the DoD Director of Readiness for Policy and Programs for accomplishing training requirements in the most effective ways. Oversees training research projects concerning topics such as: evaluation

of ADL training costs; use of cost effective training systems; standards for training performance; development of analytical models; and improvement of training information systems.

(5%)

7. Prepares comprehensive reports and studies with narrative and explanatory tables, charts, and other supporting material to justify recommendations, prove conclusions and document the relative merits of alternatives. These reports and studies are developed in sufficient detail to support recommendations to the DoD Director of Readiness for Policy and Programs on the subject under consideration.

(10%)

8. Prepares reports, witness statements, and other supporting documentation, as required, to inform Congressional staffers of the nature, content, and importance of Defense ADL training systems and to gain the support of Congress for these programs.

(10%)

9. Maintains liaison through correspondence, reports, and staff visits with the Office of the Secretary of Defense, the White House Office of Science and Technology Policy, Joint Staff, military service staffs, and Service training and training development command officials. Oversees implementation of ADL training policies, observes training innovations, and forms judgements on potential revisions of policies and resource levels to make ADL training systems more efficient and effective.

(10%)

10. Interacts with officials of the military Services' training and training development commands (Training and Doctrine Command [TRADOC], Forces Command [FORSCOM], National Guard Bureau [NGB]), and various industry groups to devise and implement cooperative solutions to common training problems in all appropriate categories of military training.

(5%)

Factor 1 - Knowledge Required by the Position - Level 1-8 - 1550 Points

Expert knowledge of principles and concepts applicable to ADL with thorough understanding of how development and acquisition programs are administered: the missions, policies, functions, organizational structures, operating procedures, training requirements, and relationships prevalent among the DOD, Federal Agencies, industry, and the academic community; to promote effective inter-service relationships for the advancement of advanced distributed learning technologies.

Expert analytical and evaluative methods and a thorough understanding of DoD acquisition regulations and procedures, to

include managing development of complex products through the efforts of multi-disciplinary teams of specialists from such fields as research, engineering (hardware and software), education, contracts and finance procedures; to effectively plan, direct, and control all contractual actions occurring on the assigned program.

Mastery of the techniques and procedures for managing and directing multi-disciplinary project teams comprised of professionals from various organizational elements in order to effectively manage assigned Integrated Project Teams and Externally Directed Program Teams of subject matter experts.

In-depth knowledge of the Planning, Programming, and Budgeting Execution System (PPBES), and funds management processes associated with the acquisition of military training systems to effectively plan, budget, and manage appropriated funds through the program life cycle.

Factor 2 - Supervisory Controls - Level 2-5 - 650 Points

Administratively supervised by the Deputy to the Commander, STRICOM. Delegated responsibility and authority for planning and directing the ADL Initiative Program in accordance with Congressional and Office of the Secretary of Defense policy and overall program objectives set by the DOD Director of Readiness for Policy and Programs. Subject to administrative and policy direction by the Office of the Secretary of Defense, Personnel and Readiness concerning overall project priorities and objectives.

Delegated full line authority for centralized management of all aspects of the ADL Initiative's Joint ADL Co-Lab. Discusses directly with the President of the Senior Advisory Committee on issues warranting command level consideration. Exercises initiative, discretion, originality and professionalism in anticipating and solving major problems. Serves as spokesperson and representative for the ADL Initiative with full authority and responsibility to accomplish the project. Programmatic decisions concerning cost, scheduling and performance of this program are considered final and binding.

Work is reviewed by the DOD Director of Readiness for Policy and Programs on results achieved measured by potential influence on broad agency policy objectives and program objectives. Findings and recommendations are normally accepted without significant change.

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

Guidelines consist of broad Congressional and Office of the Secretary of Defense Policy and overall program objectives set by

the DOD Director of Readiness for Policy and Programs. The statement of policy, issued by the Office of the Secretary of Defense (OSD), provides background and material useful to interpreting and facilitating the development and implementation of the ADL Initiative. Operates under broad program, policy and procedures prescribed by the Joint ADL Co-Lab Charter and Memorandum of Understanding (MOU) with the Office of the Secretary of Defense, Personnel and Readiness.

Because such materials are in broad terms, are sometimes in conflict or are otherwise not specifically applicable to situations encountered, the incumbent must utilize initiative in determining their applicability. The incumbent is required to exercise considerable judgment, ingenuity and discretion in interpreting and adapting these guidelines. Considerable originality is required to anticipate major program problems, and recognize future requirements in order to develop alternative courses of problem solution. The incumbent is often required to develop new acquisition and planning strategies, workload management procedures and new training policy that may impact the way the Department of Defense implements the assigned program.

Factor 4 - Complexity - Level 4-6 - 450 Points

The work involves analyzing, planning, managing, and controlling all aspects of the ADL Initiative Program, from initial planning to actual implementation, in support of the Office of the Secretary of Defense and the White House Office of Science and Technology Policy. Studies require input and assistance from other analysts and subject-matter specialists in fields appropriate to the subject. Incumbent typically serves as the team leader responsible for assigning segments of the study to various participants, coordinating the efforts of the group, and consolidating findings into a completed product.

There is extreme difficulty in identifying the nature of the issues or problems and in defining the nature of the issues or problems and in defining the nature and scope of the study. Work typically involves efforts to develop and implement programs based on new or revised legislation. Incumbent is involved with comprehensive studies of technology trends and the related needs for ADL. These studies involve the use of predictive data, much of which is uncertain and subject to political and economic variability, to arrive at projections of the future technology needs of the Army and the role of STRICOM in meeting those needs. Projects of merit must be identified and formulated in terms that will survive the scrutiny of the many persons and teams of varying motivation which make up the approval cycle/budgeting process. Once approved, resources must be gathered and allocated, and progress managed to achieve the project goals. The ultimate objective is to steer the ADL Initiative program in such a way as to promote collaboration throughout the Department of Defense,

the federal government, state and local government, and industry. Tasks are high in difficulty and originality requiring extensive interplay of technical and management skills.

Factor 5 - Scope and Effect - Level 5-5 - 325 Points

The purpose of this position is to plan, promote, and direct a technical program that coordinates and implements the ADL Initiative for the Office of the Secretary of Defense and the White House Office of Science and Technology Policy initiative. Incumbent develops and implements long-range plans for the direction of ADL, for the military services. Recommendations by incumbent have potential to significantly affect the ability of the military services to perform assigned mission effectively.

The ADL program is multi-faceted. Incumbent findings and recommendations are of major significance to top management of the DoD, and serve as the basis for new administrative systems, legislation, regulations, or programs. It involves projects of interest to all military Services as end users, and is applicable to multi-platform systems. The platforms include air, land, surface, and submarine. It is an inter-service program as well as in interagency program. Program definition and execution will impact all military services and contractors, within and external to the Department of Defense.

**Factors 6 Personal Contacts
& 7 Purpose of Contacts - Level 3d - 280 Points**

The incumbent serves as the spokesman and management interface with interested agencies, support agencies, user commands and representatives in all matters related to the ADL program to achieve quality program success. Contacts include Congressional staffers, the Office of the Secretary of Defense and the White House Office of Science and Technology Policy, all military Services, training agencies, training support agencies, user commands, and various military and civilian organizations. Personal work contacts will include senior and working level military and civilian personnel both within DOD, the federal government, industry, and academia.

Contacts are for the purpose of gaining consensus on requirements, exchanging program information, providing status briefings on ADL cost, schedule and technical performance, coordinating specific program plans, gaining sponsor endorsements, and reaching agreement on the planning and execution functions as they relate to the ADL Initiative. Coordination requires the ability to focus on issues, suggest alternatives and influence courses of action based upon prudent management decisions to justify or settle matters involving significant issues dealing with substantial expenditures.

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

Work is primarily sedentary with no special physical demands.

Factor 9 - Work Environment - Level 9-2 - 20 Points

This work is usually performed in an office setting. However, program reviews, data gathering trips, coordination meetings and testing will expose the incumbent to travel to production sites, contractor's plants, laboratory settings, and various training sites involving moderate risks or discomforts. Protective clothing and gear and observance of safety precautions are required.