

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
NL12679

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <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)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code 0994	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (ICR)		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		14. Agency Use	

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	Life Cycle Project Director	GS	0301	09		
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 Operations and Support (O)
a. First Subdivision 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 (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 David W. Manning, Director, Operations and Support Directorate	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature	Signature
Date 19 Jun 02	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 Miscellaneous Administration and Program Series, GS-0301, Jul 99 (HRCD-7); Administrative Analysis Grade Evaluation Guide, Jul 99 (HRCD-7).

21. 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
	2 Jul 02

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

24. Remarks
This is a developmental position training to the full performance level of Life Cycle Project Director, GS-0301-12, PD#NL12021. The duties assigned prepare the employee for full performance in the career ladder; are performed under closer supervision, and are commensurate with the grade of the position. Promotion is based on satisfactory performance, recommendation of the supervisor, the availability of funds, and work at the higher level. This is not a complete description without PD#NL12021 attached. Non-critical Acquisition Position: The employee must meet DoD 5000.52-M requirements applicable to the duties of the position. BUS: 7777

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

INTRODUCTION

This position is located in the Directorate for Operations and Support, U.S. Army 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, instrumentation, targets, and threat simulators. The mission includes cradle to grave life cycle acquisition support, beginning with tech base programs and throughout each phase of the acquisition process. The Commander centrally directs, coordinates and supports the materiel development, acquisition and sustainment activities through the functional matrix organization and four Project Managers. This position serves in matters pertaining to project direction, management, implementation and Integrated Logistics Support (ILS) involving a variety of conventional problems, questions, or situations in conformance with established criteria. The purpose of this position is to plan and carry out projects as a team member in collaboration with the Program/Project Directors and other organization officials.

MAJOR DUTIES

Serves as an advanced trainee in accomplishing a variety of developmental duties. Assignments are selected to broaden skills and provide practical experience for progressively more complex assignments. The specific duties assigned to this position will vary, depending upon the developmental needs of the individual employee.

MAJOR DUTIES

1. Serves under the guidance and direction of higher grade Life Cycle Project Director and Division Chief in providing project direction, management, implementation and Integrated Logistics Support (ILS). Receives on-the-job training on: assisting in project direction of life cycle management and procurement of new system/devices and modernization of fielded systems in support of the division and designated Project Management Offices; supporting the development of budget requirements and obligation plans for projects; assisting with functions in support of Foreign Military Sales (FMS) procurement actions; assisting with preparation of formal and informal information and decision briefings to the Installation/Activity Commanders and others. Gains experience in practical applications of life cycle management principles and concepts. Performs aggressively more complex assignments that are designed to provide experience and familiarity with a wide variety of life cycle management fundamentals and concepts.

80%

2. Gains competency through training courses in Federal procurement laws to include Federal Acquisition Regulations (FAR), Defense Federal Acquisition Regulations (DFAR), DOD Guidance, Navy Procurement Acquisition Regulations (NPARS), Mil-Standards (Mil-Std), Army Materiel Command Directives, Standard Operating Procedures (SOPs), Base Orders and internal directive guidance.

20%

Performs other duties as assigned.

Factor 1 - Knowledge required by the Position - FL 1-6 - 950 points

Knowledge of the theory and principles of management and organization, including administrative practices and procedures common to STRICOM's mission, organization and function to include knowledge of project management, to accomplish various specialists tasks in support of Division activities.

Knowledge and understanding in using qualitative and quantitative analytical techniques, DoD budgeting and fiscal analysis and control procedures, to assist higher grade Life Cycle Project Director with analysis documents and other work.

Knowledge of Defense Contracting Audit Agency (DCAA) and Defense Finance and Accounting Service (DFAS) operations as it relates to financial management and control of a project.

Skill in applying analytical and evaluative techniques to the identification, consideration, and resolution of issues or problems of a procedural or factual nature.

Skill in preparation of reports and briefings on study findings and recommendations.

Ability to analyze issues, processes, etc., in order to recommend innovative approaches to the resolution of problems as they relate to assigned projects.

Ability to meet and deal effectively with fellow employees, supervisors, managers and executives of the Federal sector and high level officials of educational, public and private industry sectors.

Factor 2 - Supervisory Controls - FL 2-3 - 275 Points

Supervisor assigns specific projects and sets deadlines for completion. Works within the policies and objectives of STRICOM. Senior or higher grade Life Cycle Project Director provides assistance on controversial issues or on the application of

qualitative or quantitative analytical methods to the study of subjects for which precedent studies are not available.

Incumbent plans, coordinates, and carries out the successive steps in fact-finding and analysis of issues necessary to complete each phase of assigned projects. The incumbent in accordance with office policies, applicable precedents, organizational concepts, management theory, and training normally resolves work problems.

Work is reviewed for conformance with overall requirements and objectives of the study. Complete work products such as reports are reviewed for consistency of facts and figures, choice of appropriate analytical methods, and practicality of recommendations. Findings and recommendations developed by the incumbent are reviewed prior to release or discussion with management officials.

Factor 3 - Guidelines - FL 3-3 - 275 Points

Guidelines include -Federal Acquisition Regulations, Defense Federal Acquisition Regulations, DoD Guidance, Navy Procurement Acquisition Regulations, Mil-Standards, Army Material Command Directives, Standard Operating Procedures, Base Orders and internal directive guidance and other similar criteria pertaining to life cycle acquisition and related specialties. These guidelines typically do not provide detailed and specific procedures, precedents, and other relevant information.

Factor 4 - Complexity - FL 4-3 - 150 Points

As a team member, work principally involves dealing with problems and relationships of a procedural nature rather than the substance of work operations, issues, or other subjects studied. The incumbent analyzes the issues in the assignment, then selects and applies accepted analytical techniques to the resolution of procedural problems affecting the execution of all elements of life cycle support for developmental programs and fielded systems. Incumbent prepares a narrative report containing a statement of the issue or problem, background, observations, options for change, and recommendations for action. Findings and recommendations are based upon analysis of work observations, review of documentation, research of precedent studies, and application of standard administrative guidelines.

Factor 5 - Scope and Effect - FL 5-3 - 150 Points

This position serves in matters pertaining to project direction, management, implementation and Integrated Logistics Support (ILS) involving a variety of conventional problems, questions, or situations in conformance with established criteria. The purpose of this position is to plan and carry out projects as a team

member in collaboration with the Program/Project Directors and other organization officials on Life Cycle requirements for assigned projects. Completed work influences decisions by managers and has a direct impact on worldwide availability of training devices, simulators and simulations to meet training requirements of the U.S. Army.

Factor 6 - Personal Contacts &

Factor 7 - Purpose of Contacts FL 3-b - 110 Points

Must maintain excellent working relationships with all personnel within the assigned Division. Contacts are with military/civilian organization co-workers, project directors, managers and support personnel involved in the program/project. Representative contacts, with the assistance of the assigned higher grade Life Cycle Project Director, may include MACOM staffs, Installation Commanders, Program/Project Managers, directors of major program components, and contractor representatives.

Incumbent establishes cooperative relationships to identify decision-making alternatives and provide advice on non-controversial project related issues and concerns.

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

The work is primarily sedentary, although some slight physical effort may be required.

Factor 9 - Work Environment - FL 9-1 - 5 Points

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

Training Plan for Life Cycle Project Director Developmental GS 9/11/12

Description of Education/Training

Target Date for Completion

GS09 – 0301 Life Cycle Project Director

Completion of the following courses and assignments are required at this level:

Fundamentals of System Acquisition Management (DAU – ACQ 101)
Acquisition Logistics Fundamentals (DAU – LOG 101)
Intermediate Systems Acquisition (DAU – ACQ 201)
Planning, Programming, Budgeting and Execution System (PPBES)
Contracting Officers Technical Representative (COTR)
Job Rotation Assignments within the OPS Virtual Division
Level I Defense Acquisition University Certification in Acquisition Logistics and Program Management
Associate's Degree from an Accredited University in a technical, scientific, or managerial field

GS11 – 0301 Life Cycle Project Director

Completion of all training identified at the GS-09 Level

Completion of the following courses (or their replacements) and assignments are required at this level

Intermediate Acquisition Logistics (DAU – LOG 201)
Reliability and Maintainability (DAU – LOG 203)
Configuration Management (DAU – LOG 204) or Provisioning (DAU – LOG 205)
Program Management Tools (DAU – PMT 250)
Job Rotation Assignments within the OPS Virtual Division
Level II Defense Acquisition University Certification in Acquisition Logistics and Program Management
Bachelor's Degree from an Accredited University in a technical, scientific, or managerial field

Completion of the training identified at the GS-11 level must be completed before consideration can be made for a GS-12