

POSITION DESCRIPTION (Please Read Instructions on the Back)

2 Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other <i>nation (Show any positions replaced)</i>					3 Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4 Employing Office Location Orlando, FL.		5 Duty Station Washington DC		1 Agency Position No NL12736	
7 Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt					8 Financial Statements Required <input checked="" type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9 Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10 Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks)		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"/> 2 - Noncritical Sensitive <input checked="" type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 4 - Special Sensitive					13 Competitive Level Code 1421		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	Program Analyst	GS	0343	14		
e Recommended by Supervisor or Initiating Office						

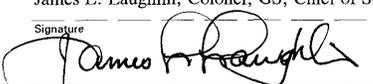
16 Organizational Title of Position (if different from official title)

17 Name of Employee (if vacant, specify)

18 Department, Agency, or Establishment Department of the Army (DA)	c. Third Subdivision Directorate for Resources Management (R)
a First Subdivision Asst Secretary of the Army (Acquisition, Logistics & Technology)	d Fourth Subdivision
b Second Subdivision Program Executive Office (PEO)	e Fifth Subdivision

19 Employee review - This is an accurate description of the major duties and responsibilities of my position.

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

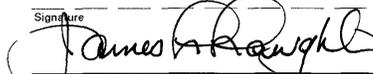
a Typed Name and Title of Immediate Supervisor James L. Laughlin, Colonel, GS, Chief of Staff	b Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature:  Date: 8 Oct 02	Signature: _____ Date: _____

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
OPMPCS for Management and Program Analysis Series, GS-0343, TS-98, Aug 90; OPM AAGEG, TS-98, Aug 90.

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

James L. Laughlin, Colonel, GS, Chief of Staff

Signature:  Date: 8 Oct 02

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

24 Remarks
This is a full performance level position. 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 employment rights, nor does such an agreement alter any other terms or conditions of employment. BUS: 7777.

Position Description

PD#: AE91523

Replaces PD#: AE88107

Sequence#: VARIES

PROGRAM ANALYST

GS-0343-14

Installation: HQ AMC, ALEXANDRIA, VA

Major Command: VARIES

Region: NATIONAL
CAPITAL

Citation 1: OPM PCS MGMT & PROGRAM ANALYSIS SERIES, GS-343, AUG 90

Citation 2: OPM ADMIN ANALYSIS GEG, AUG 90

PD Library PD: X

COREDOC PD: X

Classified By: ANCR CPOC

Classified Date: 07/23/1991

FLSA: EXEMPT

Drug Test Required: VARIES

DCIPS PD: X

Career Program: 11

Financial Disclosure Required: YES

Acquisition Position: YES

Functional Code: 00

Requires Access to Firearms: VARIES

Interdisciplinary: NO

Competitive Area: VARIES

Position Sensitivity: VARIES

Target Grade/FPL: 14

Competitive Level: VARIES

Emergency Essential: VARIES

Career Ladder PD: NO

PD Status: VERIFIED

Duties:

This position may have a specific leadership training requirement. Prior to use, a training survey(s) must be filled out.

STATEMENT OF DUTIES AND RESPONSIBILITIES MAJOR DUTIES

Serves in a dual capacity, in the Office of the Assistant Secretary of the Army (Research, Development and Acquisition) (OASARDA) and HQ AMC as a Program Analyst for assigned other Procurement Army (OPA), Activity 1 or Activity 3 programs. Performs planning, programming, budgeting and execution review functions required to assure that all resources associated with Army programs for procurement of assigned items are properly identified, integrated, evaluated and coordinated. Deals directly with representatives of SARDA, PEO/PMB and AMC communities, including Program Executive Offices and NICEP's, the U.S. Army Training and Doctrine Command, DA Headquarters, the Office of the Secretary of Defense and the Congress in matters of program and budget development, review, presentation, justification and defense.

1. Provides functional leadership and guidance for the evaluation, integration, execution and coordination of the Army materiel acquisition programs to program and resource managers during the planning, programming and budgeting cycle. Performs senior level analyst review of programs and assures compliance with existing laws, rules, regulations and AMC/DA/DOD Congressional guidance and directives. Outlines, or reviews and approves outlines of, problems relating to Cost, schedule and performance parameters. Assesses resource requirements for individual programs, coordinates with Program Executive Offices or NICP's as required to keep current. Cites resource problems, and when possible, recommends corrective actions to AMC and DA Headquarters representatives during PPBES cycle. Responds to inquiries from DA Headquarters, OSD, OMB and/or the Congress regarding all aspects of acquisition program resource management by providing coordinated Army preparation or review and approval of OPA 1 and/or 3 acquisition program budget request justification and defense documents to include program description, cost contract and production scheduling information, and acquisitions status information. This responsibility includes justification and defense of approved OPA 1 and/or 3 programs to OSD, OMB and the Congress. (40%)

2. Supports the mission area management process in AMC. Formulates policy, procedures and methodology for review and analysis of OPA 1 and/or 3 programs, as required. Provides program adjustment recommendations, and appropriate. Conducts or leads analyses, special projects and studies of assigned functional areas within a mission area, and participates in same for entire mission area and across mission areas as required to assure specific deficiencies and problems are identified and solved, and to optimize the balance between funding, schedules, performance, and supportability. Closely monitors or participates in combat development and materiel development events/activities to maintain a high level of expertise in evolving tactical/strategic concepts and equipment. Provides recommendations and advice/guidance to Materiel Managers (MM), as appropriate. Participates at HQDA level in development of the Long Range Army Materiel Requirements Plan and the Program Objective Memorandum. This includes participation in the HQDA panel reviews as a voting member. In this capacity, functions as OASA(RDA) expert program analyst for assigned programs and offers advice and guidance on restructuring programs, as required. (35%)

3. Monitors Defense Guidance and participates in development of related Army Guidance, including related portions of the Army Plan, to identify programmatic information and ensure specific acquisition planning guidance is identified and considered during program development process. Serves as the ODCSDEA representative in the development of AMC Guidance and other long-term planning documents for assigned programs. Conducts or directs special projects/studies and participates, as necessary, in field visits and reviews to identify and solve problems in planning, programming, budgeting and program acquisition review. Incumbent may serve on a special Task Force/Special Study Group related to assigned responsibilities or represent the Commander, AMC or the ASA(RDA) on AMC, TRADOC, HQDA and DOD panels, committees, or represents same in liaison with representatives of industry, other military services, other Government agencies and allied nations. (25%)

Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position (FLD LEVEL 1-8 1550 POINTS)

Mastery of the concepts, principles, practices and techniques of program analysis, to analyze and evaluate previous current and projected operating programs/budget requirements for potential effectiveness in meeting their objectives. Ability to plan program objectives and operations, conduct on-site investigations and evaluate the analysis of program effectiveness.

Expert knowledge of policy directives, regulations and guidelines for Procurement financial management systems and Procurement oriented data collection systems for applications in areas of assigned responsibility. Includes knowledge of Program Budget Accounting System (PBAS),

Army Procurement Appropriation Management and Reporting System (APARS), SCORECARD, RDAISA and other sophisticated real time computerized data bases and associated retrieval system.

Complete and comprehensive knowledge of all aspects of Federal Budget Process and the Department of Defense Planning, Programming, Budgeting and Execution System (PPBES). Knowledge of the legislative budget process in order to permit able justification and execution of the RDTE/Procurement Appropriation Budget. Ability to develop and consolidate program justification which will be acceptable by the Army, OSD, OMB and Congress.

Skill in analyzing program-budgetary relationships to relate multi-year development programs conducted by major subordinate commands to the planning, estimation, and modification of supporting multi-year appropriated fund program and budget estimates of the Army.

Skill in communicating both orally and in writing. Skill required to brief and provide written justification of complex programs to top level management, and major subordinate commands/activities in order to influence decisions and guidance.

Factor 2 - Supervisory Controls (FLD LEVEL 2-4 450 POINTS)

Supervisor defines general policy and program objectives and discusses overall program or project objectives, deadlines and available resources. The employee independently plans and carries out assignments, coordinating the work with appropriate offices and/or personnel, resolving related problems and keeps the supervisor informed of potential controversial issues.

Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for adherence to administrative policies, broad program policy received from higher levels, budget constraints and attainment of program objectives. Findings and recommendations are normally accepted without significant change.

Factor 3 ? Guidelines (FLD LEVEL 3-5 650 POINTS)

Guidelines regularly include: Authorization and appropriation language in budgets approved by Congress, reports on Congressional hearing, Congressional legislation, Comptroller General Decisions, OMB, OSD, Army and AMC directives, policies and regulations.

Incumbent exercises a high degree of judgment, knowledge and discretion in developing, interpreting, coordinating and disseminating policy, (including Congressional, OSD, HQDA and AMC policy), in the utilization of RDTE/Procurement resources. Recommends changes to AMC and Army budget policies and/or legislation effecting program funding. Examples of guidelines developed include comprehensive guidance on execution of the President's Budget while operating under Continuing Resolution Authority (CRA). This guidance must include consideration of Congressional Authorization and Appropriation Subcommittee reports and the "intent of Congress" as well as actual language in the CRA.

Factor 4 ? Complexity (FLD LEVEL 4-6 450 POINTS)

Analyzes, plans, organizes and coordinates all phases of the Army OPA 1/3 Procurement budget process needed to present and execute the OPA 1/3 Procurement programs of major AMC subordinate commands. Interprets and implements Congressional, OSD, DA directives and program guidance to ensure that statutory laws are strictly adhered to. Incumbent maintains overall responsibility involving control of the appropriations to ensure compliance with policies and regulations.

Controls and effects coordination within Deputy Chief of Staff for Resource Management (DCSRM)

for the release of RDTE/Procurement funds for execution. Provides interface with DCSRM regarding correctness of appropriation charges for specific functions and procedures for the distribution and control of funds.

Interprets and addresses the intent of budgetary and program legislation and its corresponding effect on RDTE/Procurement programs adjusts the budget execution phase to accommodate the Congressional directives, desires, and intent. Includes review of Congressional language to determine adequacy of funding and impact of restrictive language. Difficulty is encountered in identifying and recommending alternate ways to fund the multiple Army Weapon systems, including impact of budget changes on OMA and other appropriations.

Factor 5 - Scope and Effect (FLD LEVEL 5-5 325 POINTS)

The purpose of the work is to provide policy guidance and management leadership in the execution and fund control of the Army RDTE/Procurement appropriations of HQ AMC and subordinate activities located at numerous and geographically dispersed locations within and outside the United States. The HQDA and AMC OPA 1/3 Procurement programs represent a significant part of the total Army Procurement programs and decisions impact upon the overall success of the mission, the national defense posture, the health and welfare of the defense industry - Army technology and production base, and effects the long term well being of the nation. The incumbent provides expert analytical services, staff advice, and assistance to Command/Activity managers and administrators concerning the acquisition and use of OPAI/3 Procurement funds. Coordination must be effected with other Federal Agencies (i.e., Department of Energy) as well as representatives of Private Industry, Navy, Air Force, DARPA, Marines, NASA, Foreign Governments and GAO on joint projects to ensure balanced programs of mutual interest.

Information, advice, and recommendations are provided to top level of management within AMC and subordinate echelons who are in a decision making capacity concerning the status, availability, obligation and expenditure of Procurement funds. Decisions and/or recommendations made concerning the technical treatment of budget estimates, apportionment requests, and reprogramming actions facilitates the timely achievement of nation-wide budgetary and program goals of the Army.

Factors 6 & 7 - Personal Contacts & Purpose of Contracts (FLD LEVEL 4-C 230 POINTS)

Contacts are with High level management and administrators with AMC and subordinate echelons, Army, OSD, and top level Congressional Representatives.

Contacts are required to gain acceptance of analyses and recommendations concerning proposed changes in Army Budget which would significantly alter the level of spending for RDTE/Procurement programs.

Factor 8 - Physical Demands (FLD LEVEL 8-1 5 POINTS)

The work is generally sedentary. There is some walking, standing, bending and carrying of light items. Work does, however, involve a high level of mental and emotional stress due to frequent and constant demands for quick reaction responses with detailed supporting data.

Factor 9 - Work Environment (FLD LEVEL 9-1 5 POINTS)

Work is generally performed in office environment where normal safety precautions are required. However, work performance often requires travel by use of private, government and/or commercial transportation in order to accomplish assigned Mission. Travel can involve TDY in varying environments and situations.

Position Description

TOTAL POINTS 3665 = GS 14

The incumbent of this position is required to file a financial disclosure statement (DD Form 1555) in accordance with Paragraph 3-1, AR 600-50.

THIS POSITION IS A CRITICAL ACQUISITION POSITION WHICH MAY ONLY BE OCCUPIED BY A MEMBER OF A DOD ACQUISITION CORPS OR AS OTHERWISE PROVIDED BY LAW, 10 U.S.C. 1733.

Evaluation:

Not Listed