

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.  
 NL 0172

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location ORLANDO, FL		5. Duty Station ORLANDO, FL		6. OPM Certification No.	
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 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) <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 checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 4 - Special Sensitive		13. Competitive Level Code		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	PROTOCOL ASSISTANT	GS	303	06	Bp	1 APR 99
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 DEPARTEMENT OF THE ARMY (DA)	c. Third Subdivision CHIEF OF STAFF (CS)
a. First Subdivision U.S. ARMY MATERIEL COMMAND (AMC)	d. Fourth Subdivision ADMINISTRATIVE OPERATIONS DIVISION (CSA)
b. Second Subdivision SIMULATION, TRAINING AND INSTRUMENTATION CMD	e. Fifth Subdivision

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

**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 JEAN H. BURMESTER, STAFF OPERATIONS OFFICER	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature _____	Signature _____
Date _____	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 OPM PCS FOR MISCELLANEOUS CLERK AND ASSISTANT SERIES, GS-303; OPM PCS GRADE LEVEL GUIDE FOR CLERICAL AND ASSISTANCE WORK; OPM PCS FOR OFFICE AUTOMATION GEG, TS-100.
Typed Name and Title of Official Taking Action JAMES B. GODWIN, CHIEF OF STAFF	<b>Information for Employees.</b> 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 _____	

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

24. Remarks  
 POSITION IS AT THE FULL PERFORMANCE LEVEL.

BUS: 7777

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

## INTRODUCTION

This position is located in the Protocol Office, Administrative Operations Division, Office of the Chief of Staff for the Simulation, Training and Instrumentation Command (STRICOM), which is a Major Subordinate Command (MSC) of the Army Materiel Command (AMC). The mission of STRICOM is to develop, produce and sustain training devices, simulations and simulators, test and training instrumentation, threat simulators, targets and related products and services. The position serves as an action officer for Public Affairs and Protocol functions.

## MAJOR DUTIES

1. Plans and coordinates visits of international and domestic visitors. Position is responsible for orienting visitors to foster favorable impressions of command activities and personnel. Follows policies and any specific requirements of the Commanding General to insure proper management of the VIP visits. Plans and organizes tours, demonstrations, conferences, and trips (e.g., to local or state industrial facilities) including planning for logistical requirements.

Examines current topics of interest and develops information packets that would be of interest to the visitor. Develops a basic plan for each visit. Serves as the planner for casual and formal command functions involving ceremonies, banquets, luncheons, and receptions. Protocol functions include but are not limited to establishing date, location, menu, invitations and RSVP accountability, applicable entertainment, table and seating arrangements, receiving line, flags, VIP courtesies, photography scheduling and collection of monies. Provide accounting for any monies collected. Plans and manages special events and ceremonies for the Commanding Officer. Events include Change of Commands, Retirements and Award ceremonies, Commander's Calls, Dining Out's, and other events as assigned.

**40%**

2. Arranges for Command representatives to speak to local civic or service groups. Informs local community of activities through various media available. Supports the Command's Community Relations program.

Organizes, prepares and publishes printed and graphic materials or video products required to inform customers, suppliers, Command Staff and others on key matters involving projects, products and other newsworthy items which affect STRICOM organization. Collects relevant materials, documents and data, and works independently or with media experts to develop products. Interacts with government/non government agencies as well as broadcast and print media. Manages or assists at

various media events such as press conferences, media days, Armed Forces Day, Open House events and other events as assigned. Reviews and releases information for Public Release. Writes articles or information papers as required.

**40%**

3. Action officer for special projects as assigned. Analyzes and resolves problems as they occur. Researches information required to accomplish special projects which require input from Directors and Project Managers. Plans and manages conferences and meetings as assigned by the SGS or Chief of Staff interfaces with high level conference sponsors, establishes agendas, generates display materials, organizes staffing plans, establishes and executes public affairs and protocol plans. Exercises initiative and sound judgement in planning, coordinating, and completing work within current policies and constraints.

**20%**

**Performs other duties as required.**

**FACTOR 1. Knowledge required by the position**

Knowledge of methods of management analysis to complete broad projects or assignments under the control of the Chief of Staff and the SGS. Must have skill in collecting and analyzing information and redirecting inputs to generate final form reports, surveys, information papers and publications. Skill in written and oral communications. Knowledge and skill sufficient for developing and implementing policies and procedures concerning visits and visitors and establishing protocol requirements for official functions for the command.

Skill in establishing and maintaining effective working relationships with personnel in the Headquarters, Departments of the Army and other MSCs in order to provide protocol assistance in accomplishing objectives.

Knowledge and skill sufficient for conducting conferences and identifies problems, issues, and goals.

Skill in applying tact and diplomacy to preclude embarrassing situations.

Knowledge and skill sufficient for interacting with visitors and media in explaining the organization's programs, objectives and policies and obtaining the group's reaction to information presented.

Knowledge and skill sufficient for establishing and maintaining effective working relationships with groups

when organizing retirements, conferences and other functions.

## **FACTOR 2. Supervisory Controls**

The supervisor determines objectives, priorities and deadlines of assignments and assists the incumbent with unusual or controversial problems or issues. The incumbent independently carries out the various programs. Problems arising are resolved according to established policies and procedures. Assignments are reviewed for technical accuracy, appropriateness, and conformance to program objectives. Recommendations are generally accepted as technically correct.

## **FACTOR 3. Guidelines**

Guidelines in the form of policies and regulations from STRICOM, AMC, DA and DOD and precedent situations apply directly to some aspects of the program but most assignments involve new aspects for which no clearly applicable precedents exist or guidelines are too broad for specific application. Incumbent uses seasoned judgement in applying guidelines and developing interpretations regarding approaches to be taken in achieving objectives.

## **FACTOR 4. Complexity**

The work includes duties requiring the application of protocol and public affairs policies and procedures, specifically to visits, visitors, and media representatives, using a variety of approaches and methods. The incumbent determines priorities and provides assistance as needed in meeting requirements and objectives. The work requires using a variety of oral and written methods and techniques in implementing programs.

## **FACTOR 5. Scope and Effect**

Purpose of the work is to develop and implement protocol and public affairs policies and procedures. Work contributes to the image of STRICOM, AMC and DA with the reception of high-ranking international and US visitors (military and civilian), and media representatives.

## **FACTOR 6. Personal Contacts**

Contacts are with personnel within STROCOM, HQ AMC, HQ DA, DOD as well as visiting international dignitaries and media representatives involving non-routine interchanges of data and information.

**FACTOR 7. Purpose of Contacts**

The purpose of the contacts is to coordinate activities or advise management officials on techniques and approaches for the command or to provide information about the command.

**FACTOR 8. Physical Demands**

The work is primarily sedentary although some occasions involve being outdoors in natural settings.

**FACTOR 9. Work Environment**

The work is primarily performed in an office setting.