

POSITION DESCRIPTION (Please Read Instructions on the Back)

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 ORLANDO, FL	1. Agency Position No. NT10337
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		6. OPM Certification No.	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) 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	
9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Competitive Level Code 07-38		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	LOGISTICS SUPPORT ASSISTANT	GS	303	07		
e. Recommended by Supervisor or Initiating Office						

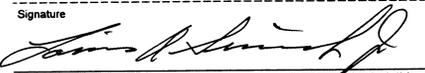
16. Organizational Title of Position (if different from official title) _____

17. Name of Employee (if vacant, specify) _____

18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY (DA)	c. Third Subdivision DIRECTORATE FOR LOGISTICS (L)
a. First Subdivision ARMY MATERIEL COMMAND (AMC)	d. Fourth Subdivision CL
b. Second Subdivision STRICOM	e. Fifth Subdivision

19. Employee Review—This is an accurate statement 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 violation of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor LOUIS SUCICH, DIRECTOR FOR LOGISTICS	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature:  Date: 2/4/97	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 GS 303, 01/79 (SERIES DEFINITION)
USOPM GEG FOR CLERICAL & ASST WORK, JUN 89
USOPM PCS, GS 344, 05/93 (CROSS REFERENCE)

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 M. SKURKA, DEPUTY TO THE COMMANDER

Signature:  Date: 3/12/97

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 Simulation, Training and Instrumentation Command (STRICOM), Directorate for Logistics (L). 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 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.

MAJOR DUTIES

1. Gathers, formats, and manipulates data via computer applications to allow for the distribution, tracking, analysis and evaluation of the Logistic Directorate Operations and Maintenance Army (OMA) funding profiles. Provides support in the preparation of the STRICOM Logistic Directorate Project Objective Memoranda (POM) on an annual basis. Prepares routine portions of studies and other related duties. Participates and takes detailed records during project team reviews which challenge POM funding inputs. Prepares draft document based on rough draft and corrections provided by higher grade personnel. Provides recommendations regarding improved efficiency in funds distribution and tracking activities. 20%
2. Reviews Logistic Directorate Contract Logistic Support (CLS) procurement packages for arithmetic calculations, format, and, using computer applications, makes appropriate entries in expenditure tracking log and specific program register. Reconciles Logistic Directorate funding records with R Directorate records on a monthly basis, making necessary corrections to computer records and printed data output. Prepares monthly ratios of OMA obligated and committed funding within the Logistic Directorate. Provides funding status of individual program Logistic Directorate led OMA procurements. 30%
3. Extracts Logistic Directorate manpower utilization data from the STRICOM database, and manipulates the presentation format. Prepares charts and data to reflect significant trends and activities for review and approval. Assists in special manpower utilization studies and attends meetings and briefings as a recorder and participant. 20%
4. Receives and distributes routine facilities support work requests. Tracks actions on all facilities work requests through register monitoring. Takes actions on routine requests and manages through completion. Attempts to resolve non-routine work requests, passing actions taken and recommendations to higher grade personnel when necessary. Receives, reviews for format and arithmetic accuracy and distributes and tracks delivery order documentation associated

with the STRICOM Logistics Directorate Support Service Contract. Maintains tracking of all distributed documentation for return and closure. 20%

PERFORMS OTHER DUTIES AS ASSIGNED.

Factor 1. Knowledge Required by the Position

--Knowledge of functions, processes, and principles of PPBE system. Knowledge of the different fund types (OPA, OMA, RDA) and ability to distinguish categories of efforts applicable to OMA funds use.

-- Detailed knowledge of STRICOM and NAVTRASYS SCEN policies and procedures for the preparation and processing of procurement packages.

-- Ability to use many different types of computer software and computer application tools to process, analyze and produce a wide range of office automated documents.

-- Ability to gather information, analyze data, make recommendations, develop, review and/or interpret policies, directives and/or regulations pertaining to assigned functions.

--Ability to interface with personnel and handle routine funding, manpower, and support service contract activities with minimum guidance and assistance.

Factor 2. Supervisory Controls

The supervisor or higher graded employee provides general instructions as to the broad objectives to be achieved, defining the objectives, priorities, and deadlines. Incumbent independently processes routine matters, initiating contacts, recognizes problem areas and formulates procedures and methods for successful accomplishment of assigned projects. Seeks assistance and additional guidance from supervisor for non-routine matters or unusual situations. Work is reviewed for adequacy, adherence to standard procedures, appropriateness of conclusions or recommendations, and compliance with policies and requirements.

Factor 3. Guidelines

Guidelines include Army/DoD regulations, policy statements, standard procedures, existing practices, and other material which governs the PPBE process. Additional verbal guidelines are presented by higher grade personnel with directions regarding specific actions, reports, formats or presentations. Assignments are characterized by uniqueness and guidelines often lack specificity because of frequent modifications due to fluctuations in budgets, workload and manpower requirements, established procedures, etc. Incumbent uses considerable judgement in locating and selecting appropriate guidelines for applications to specific cases or adapting guidelines as necessary.

Factor 4. Complexity

The work consists of duties that involve a diverse range of functions involving different and unrelated technical processes. Adapts or modifies precedents or established procedures. Carries out routine projects involving decisions on standard practices, improving day-to-day operating processes, etc. Analyzes non-routine requirements, determining courses of actions available and accomplishing to the extent of knowledge and ability. Decisions and recommendations are based on the knowledge of procedural requirements of the work combined with an awareness of policies and program goals.

Factor 5. Scope of Effect

The purpose of the work is to apply rules, regulations, and procedures to analyze program execution. Some independent work products are end products for internal distribution. Other work products affect the completion of larger studies performed by higher graded program analysts.

Factor 6. Personal Contacts

Personal contacts are primarily with co-workers within the office and managers and workers of product managers and matrix. Interface with other STRICOM Directorates to obtain and exchange data and information will be necessary. Some contacts may be with headquarters and field activities and interface with commercial contractors in the arena of support service contract and facilities management are necessary.

Factor 7. Purpose of Contact

Personal contacts are to gather information, conduct interviews, and explain technical recommendations. Contacts are usually to work towards a common goal and are generally cooperative in nature.

Factor 8. Physical Demands

Work is sedentary. There may be occasional stress due to short time frames, and there may be some walking, standing, bending, and carrying of light items. No special physical demands are required to perform the work.

Factor 9. Work Environment

Work is mostly conducted in a typical office setting, which includes adequate ventilation, lighting, and shelter.