

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

1. Agency Position No.

NT11077

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 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> 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		13. Competitive Level Code 0741	

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	WORKFORCE OPERATIONS ASSISTANT(OA)	GS	0303	7	Bp	11 Aug 97
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	
a. First Subdivision US ARMY MATERIEL COMMAND (AMC)		d. Fourth Subdivision HUMAN RESOURCE MANAGEMENT DIV	
b. Second Subdivision SIMULATION, TRAINING & INSTRUMENTATION COMMAND		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  
Nancy E. Spurlin, Chief, Human Res Mgmt Div

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature	Date	Signature	Date
<i>Nancy E. Spurlin</i>	8/11/97		

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  
US OPM PCS FOR GS-303 SERIES MISC. CLERK & ASS  
US OPM GEG FOR (OA) (TS-100) 11/90

Typed Name and Title of Official Taking Action  
JAMES M. SKURKA, DEPUTY TO THE COMMANDER

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
<i>J. M. Skurka</i>	11 Aug 97

23. Position Review	INITIALS	DATE								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks  
POSITION IS AT THE FULL PERFORMANCE LEVEL.  
S: 9888

## **INTRODUCTION**

This position is located in the Human Resource Management Division and serves as an assistant to the Chief, Human Resource management Division (RP), Simulation, Training and Instrumentation Command (STRICOM), which is a Major Subordinate Command (MSC) 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 and Advanced Distributed Simulation (ADS). 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 materiel development, acquisitions and sustainment activities through the functional matrix organizations and four project managers. The primary purpose of the position is to plan, coordinate and/or accomplish a variety of office support functions and to perform a myriad of administrative duties involving coordination and liaison within STRICOM and across various other organizational elements (NAWCTSD, HRO, HQAMC) concerning personnel, training and administrative functions.

## **MAJOR DUTIES**

1. Receives DD Form 1556-Is (Request, Authorization, Agreement, Certification of Training and Reimbursement) and edits for compliance. Inputs training request information into Database on Local Area Network (LAN). Assigns document numbers and tracks training requests. Interfaces with budget as required with regard to tuition and material costs. Obtains necessary approval signatures. Inputs government Defense Acquisition University (DAU) and Non-DAU classes into the Army Training Requirements and Resources System (ATRRS) system. Provides notification, with fund cite to the employee, supervisor and secretary when employees are selected for classes. Forwards original DD Form 1556-1 to Navy HRO. Maintains all information in LAN Database and maintains file hard copies. Develops and writes report queries to access, retrieve, organize, customize and extract information in ATRRS, downloading to local Personal Computer. Provides printouts of ATRRS reports. Conducts Annual Army Centralized Individual Training Solicitation (TACITS) survey, coordinating and compiling information and inputting into the ATRRS system. Provides training and acquisition certification information from catalogues, booklets, memorandums, DAU computer files, the Internet, personal files and personal knowledge. Through personal or telephone contacts with appropriate individuals, makes arrangements for visits, meetings, conferences, symposia, workshops, etc., on own initiative makes arrangements for such meetings by reserving space, setting the

specific time and contacting all personnel expected to attend. Arranges for audio, visual, and projection equipment, facility setups, production of handouts and materials, and, if necessary, attends meetings to provide ongoing support for onsite training and seminars.

40%

2. Ensures uniform internal administrative procedures and techniques within the division. Receives, interprets, and disseminates STRICOM, AMC and DA guidance and directives pertaining to the assigned office services functions. Serves as a source of information and knowledge in providing operating officials and personnel assistance and guidance in accomplishment of administration matters and responsibilities. Maintains Chief's official calendar with the authority to commit. Makes and confirms tentative appointments. Ensures that the Chief is prepared with appropriate subject matter, correspondence or background information. Maintains a close working relationship with staff members and coordinates with all parties involved to ensure meetings, conferences and other visits are successful. Follows up on action items resulting from conferences and meetings; keeps Chief informed of status of projects within the office. Makes all necessary travel, meeting and conference arrangements. Secures travel orders, flight arrangements as necessary and prepares travel vouchers and reports. The incumbent receives, screens and routes incoming correspondence (including all Command message traffic), retaining for own personal attention that which does not require action by the Chief or other professional members of the staff, quickly scans periodicals, professional journals, technical reports, and calls attention to urgent or important new items. Establishes, controls and maintains suspense file insuring that deadline dates and obligations of the Chief are met as committed and/or responsible action officers are notified of deadlines. Reviews outgoing correspondence for neatness, accuracy, adherence to established format, and adherence to the Chief's administrative policies. Drafts correspondence, such as routine official mail, letters of acknowledgment, congratulatory letters, letters of acceptance and routine official reports. Maintains reference files of frequently consulted organizations, regulations, policies, rosters, directives, significant dates and anniversaries and other material. Maintains operational levels of required office supplies and equipment. Receives and screens all telephone calls and visitors. Determines nature and purpose of call or visit and initiates action or handles request as required. Inquiries and calls not referred to the Chief are forwarded to the appropriate staff member or action officer. Coordinates with other entities to obtain information, relay messages and clarify questions.

35%

3. Incumbent is responsible for preparing a variety of personnel forms such as Request for Personnel Action (Standard Form 52), Position Description (Official Form 8), and Incentive Award Nomination and Approval (DA Form 1256). Coordinates and assists in the preparation and submission of drafted forms and attachments as needed. Assures that this information is submitted in the proper format and in a timely manner. Prepares spreadsheets and compiles and analyzes training certification and educational data as requested 25%

**PERFORMS OTHER DUTIES AS ASSIGNED.**

**FACTOR 1 KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of the Army Training Requirements and Resources System (ATRRS) to input training requests and to develop, write and print report queries.
  
- Ability to use different types of software packages such as Microsoft Excel, Microsoft Word, Microsoft Power Point, PerForm, Filler, electronic mail and network scheduler.
  
- Knowledge of the organizational mission and structure within STRICOM, AMC, Department of the Army (DA) and DOD as well as the Naval Air Warfare Center-Training System Division (NAWC-TSD) to ensure correct administrative procedures are followed.
  
- Knowledge of STRICOM's goals and the Chief's priorities, policies and commitments to assess impact of new administrative directives, assemble information, respond to routine inquiries or direct calls and visitors to the appropriate staff member for response.
  
- Knowledge of Army correspondence and filing regulations, procedures, proper format, punctuation and grammar to prepare memoranda, briefings, reports and presentations and to maintain appropriate filing and record systems.
  
- Skill in using a personal computer to prepare correspondence, reports, presentations, memoranda, and briefings into final format utilizing various types of word processing, spreadsheet, database management and graphics software packages.
  
- Skill in using other types of office equipment such as typewriters, telephones (including voice mail systems), copiers, scanners, overhead projectors, video and teleconferencing equipment, etc., to assist with meetings, conferences and briefings.

- Ability to set priorities and organize the work flow within an office to maximize efficiency and productivity.
- Ability to communicate effectively both orally and in writing to respond to written and oral requests and inquiries.
- Ability to maintain confidentiality regarding work issues.
- Ability to deal tactfully with people at all levels throughout DOD, other Federal agencies, and private industry.

## **FACTOR 2 SUPERVISORY CONTROLS**

Incumbent of position reports to the Chief, Human Resource Management Division. The supervisor sets deadlines for particular projects to be completed as well as the priorities within the office. Incumbent works primarily independently consulting with the Chief in an unusual or complex situation arises. Employee must handle and respond to various situations on personal initiative and accomplishes most of the work without direction from the supervisor. Completed work is reviewed only with respect to accomplishment of objectives and overall operation of the clerical and administrative processes within the Human Resource Management Division.

## **FACTOR 3 GUIDELINES**

Guidelines include DOD, DA, AMC, STRICOM administrative and correspondence directives and standard operating procedures and policies regarding filing and correspondence, and/or leave/time and attendance. Guidelines also include reference manuals, handbooks, dictionaries and thesaurus. The incumbent must frequently interpret and adapt these guidelines to the specific work situations.

## **FACTOR 4 COMPLEXITY**

Work includes various types of administrative and support functions to the Chief, Human Resource Management Division. Such duties are completely varied in nature, require coordination and frequently are without precedent. The incumbent must use personal knowledge of the duties, priorities and commitments of the chief to successfully accomplish the assignment.

## **FACTOR 5 SCOPE AND EFFECT**

Work of the incumbent directly affects the administrative processes of the Human Resource Management Division and his/her staff as well as the Command Group and other entities serviced.

**FACTOR 6 PERSONAL CONTACTS**

Contacts are with all levels of management within STRICOM, higher headquarters, private industry, academia and government personnel from agencies.

**FACTOR 7 PURPOSE OF CONTACTS**

The purpose of contacts is to coordinate, plan, advise or resolve administrative and operating problems. Contacts are also made to ensure completion of action items and suspense's, schedule meetings and conferences, and make travel arrangements.

**FACTOR 8 PHYSICAL DEMANDS**

The work is primarily sedentary.

**FACTOR 9 WORK ENVIRONMENT**

Work is performed in a typical office setting.