

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
ML11081

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> New <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		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) 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 0567	
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	ADMINISTRATIVE SUPPORT ASSISTANT (OA)	GS	303	05	BP	6 AUG 98
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)	17. Name of Employee (if vacant, specify)
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18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY	c. Third Subdivision OFFICE OF THE COMMANDER
a. First Subdivision U.S. ARMY MATERIEL COMMAND (AMC)	d. Fourth Subdivision COMMAND ANALYSIS AND PLANNING OFFICE
b. Second Subdivision SIMULATION, TRNG AND INSTRUMENTATION CMD	e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor JOHN DANIELE, CHIEF, CMD ANALYSIS & PLANNING	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
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Signature 	Date 8/7/98	Signature	Date
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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 & ASSISTANT SERIES, GS-303; OPM PCS FOR GLG FOR CLERICAL AND ASSISTANCE WORK.

Typed Name and Title of Official Taking Action JAMES B. GODWIN, 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.
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Signature 	Date
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23. Position Review	INITIALS	DATE								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
PERFORMANCE IS AT THE FULL PERFORMANCE LEVEL.

BUS: 7777

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

INTRODUCTION

Position is located in the Command Analysis and Planning Office of the 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 threat simulators and Advanced Distributed Simulation (ADS). The mission includes cradle to grave life cycle acquisition, beginning with tech base programs and throughout each phase of the acquisition process. The Commander centrally directs, coordinates and supports the materiel development, acquisitions and sustainment activities through the functional matrix organization and four project managers.

MAJOR DUTIES

Performs a variety of clerical and technical duties in support of the Command Analysis and Planning Office.

1. Performs both procedural and substantive clerical work for the organization. Uses word processing and other types of software (spreadsheets, database, graphics, etc.), to process and produce a wide range of documents, some of which require complex formats, in support of office automation functions. Representative examples include creating, editing, and reformatting reports requiring advanced functions such as those required to generate tables of contents, statistical data with multiple columns, technical directives, correspondence, and lists of exhibits; using database or spreadsheet software to enter, revise, sort or calculate, and retrieve data for standard or special reports; and using graphics software to provide graphic symbols, charts, and graphs. May transmit, receive, and acknowledge various information such as electronic mail, and messages. Prints hard copies or routes to other terminals as necessary. Responsible for correct grammar, spelling, capitalization, punctuation, and terminology used in the office. **30%**

2. Prepares a variety of reports. Collects data from various source documents, files, records, and staff personnel; compiles information including narratives and tabulations, in proper format for presentation; assures

correctness, consistency, and completeness. Investigates apparent inconsistencies and discrepancies, checking with originators, reconciling and adjusting irregularities, if possible and referring those not reconciled to supervisor. Obtains and assembles records, reports, documents and charts for use in meeting and conferences. Checks form, format, grammar, arrangement, presence and order.

35%

3. Receives telephone calls or visitors to the office. Determines purpose and whether referral to supervisor or other personnel is appropriate. Where referral is not necessary, provide information from readily accessible files or from personal knowledge. Advises appropriate personnel on subjects discussed. Processes incoming correspondence, referring items to supervisor/other personnel as appropriate. Composes routine correspondence pertaining to administrative matters such as travel arrangements, coordinating visits and clearances, request for supplies, etc. Makes arrangements for conferences and meetings, including scheduling conference facility, providing necessary materials and equipment, notifying participants and preparing agenda (to include incorporating verbal or written suggested agenda items from participants). Establishes and maintains office files and records; prepares visual aid material, including charts, tables and transparencies to display selected area. Performs a variety of administrative functions such as ordering supplies, securing printing services, maintaining time and attendance records. Picks up and distributes mail and travel orders as necessary. Make necessary travel arrangements that include preparing travel orders/travel claims and making airline, lodging, and rental car arrangements. Responsible for obtaining the most effective and efficient travel arrangements.

35%

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the Modern Army Recordkeeping System.

- Knowledge of the work program of the office sufficient to screen requests for information, personally provide authorized information from files and records.

- Knowledge of the substantive programs of the office as related to it's clerical and administrative support functions.

- Knowledge of grammar, spelling, punctuation, capitalization, forms, syllabification, a wide variety of formats, and terminology common to the unit for which the work is done.

- Knowledge of several types of office automation software packages, practices, and procedures, and ability to apply these knowledge's and skills in processing and producing a wide range of documents and other materials in support of the office mission. Skill to operate an electronics typewriter, word processor, and/or personal computer, using a standard typewriter style keyboard with additional functional keys to produce work accurately and efficiently. Skill in operating related equipment such as printers and modems. A qualified typist is required.

FACTOR 2. SUPERVISORY CONTROL

Works under general supervision. Incumbent is expected to perform duties in response to stated objectives, and various written general guides and procedures. Supervisor provides instructions on new or changed requirements, but otherwise expects incumbent to complete assignments on own initiative. When current practices or deviations in an assignment cause problems, the incumbent uses own initiative to resolve them and coordinates efforts with other employees involved in or affected by the substandard procedures. Work is evaluated for technical soundness, usefulness, and conformance with office operating requirements and needs. The method used to produce work is generally reviewed.

FACTOR 3. GUIDELINES

Guidelines include detailed or established procedures applicable to the mission of the organization, correspondence, etc., office automation manuals, directives, previous reports, and other references. The employee uses judgment in locating, selecting, and applying the most appropriate authorized alternative among the various guidelines covering specific cases. Significant deviations are referred to the supervisor.

FACTOR 4. COMPLEXITY

- Work involves some computer terminal for transmission and receipt of electronic mail, word processing, and use of various software programs.

- Work involves unrelated questions, concerns, and problems in administrative support areas. Methods and approach are independently determined to reach desired end-result.

FACTOR 5. SCOPE AND EFFECT

- Application of regulations, policies and procedures involved in records management and forms management. The incumbent ensures that the clerical and administrative work of the office conforms to the appropriate policies and procedures. Work is required to provide administrative support to CAPO personnel and program to permit mission accomplishment.

FACTOR 6. & 7. PERSONAL CONTACT AND PURPOSE OF CONTACTS

Personal Contacts - Contacts are with employees at various levels throughout the agency.

Purpose of Contacts - Contacts is to exchange information about the assignment or methods to be used to complete the assignment. For example, to clarify terminology, determine priorities on projects, discuss additions or revisions, and to discuss equipment capabilities.

FACTOR 8. PHYSICAL DEMAND

The work is primarily sedentary but may involve some walking, standing or bending. There are no special physical demands required.

FACTOR 9. WORK ENVIRONMENT

The work is performed in an office setting.