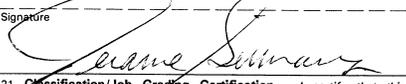
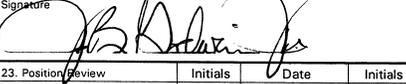


POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. NL11426					
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <i>(Show any positions replaced)</i>		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 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		13. Competitive Level Code 0204			
		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		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		Clerk				GS	303	02	JH	20 Jul 99	
e. Recommended by Supervisor or Initiating Office		CLERK				GS	303	02	JH		
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify) DEPARTMENT OF THE ARMY (DA)					
18. Department, Agency, or Establishment ARMY MATERIEL COMMAND (AMC)						c. Third Subdivision					
a. First Subdivision SIMULATION, TRAINING & INSTRUMENTATION						d. Fourth Subdivision					
b. Second Subdivision PROJECT MANAGER FOR ITT SIMULATORS (I)						e. Fifth Subdivision					
*o 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						Signature of Employee (optional) 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 JEROME SIRMANS, DPM ITTS						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature 			Date 07-13-99			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 Standard/Grade/Lead in Classifying/Grading Position OPM PCS for Miscellaneous Clerk and Assistant Series, GS-303; OPM PCS GLG for Clerical and Assistant Work, Jan 99					
Typed Name and Title of Official Taking Action JAMES B. GODWIN, JR., 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.					
Signature 			Date 21 Jul 99								
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)											
b. Supervisor											
c. Classifier											
24. Remarks This is a full performance job.											
--JS:777											
25. Description of Major Duties and Responsibilities (See Attached)											

INTRODUCTION

This position is located in the office of the Project Manager for Instrumentation, Targets and Threat Simulators (PM ITTS) of the Simulation, Training and Instrumentation Command (STRICOM), which is a Major Subordinate Command (MSC) of the US Army Materiel Command (AMC). The PM ITTS mission is to provide centralized management and direction for research, development, acquisition and fielding of Major Army Test Instrumentation, Targets and Threat Simulators. The position is responsible for performing office automation and administrative support functions within the organization.

SUPERVISORY CONTROLS

Supervisor closely controls work and provides assignments with detailed instructions. Employee performs tasks that are recurring in nature limiting the exercise of independent judgment. Work is spot-checked during progress and upon completion for accuracy, completeness, and adherence to instructions and established procedures. Supervisor is available to assist in solving problems that may arise.

MAJOR DUTIES

The purpose of this position is to provide general office support and assistance to the organizational unit.

1. Performs one or more of the following duties: receives and delivers telephone messages; distributes incoming mail; performs simple filing duties; maintains office supplies; updates any type of manual log; types labels, envelopes, and simple forms; and operates fax machines and copy machines. 50%
2. Assists higher level employees with special projects. Assistance may include running errands inside and outside office unit. 50%

A QUALIFIED TYPIST IS NOT REQUIRED.

Responsible for observing all safety rules, regulations, and directives applicable to the work assignment.

Performs other duties as assigned.