

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

1. Agency Position No. **NI 11847**  
 6. OPM Certification No.

2. Reason for Submission:  Redescription,  Reestablishment,  New,  Hdqtrs.,  Field  
 3. Service:  Hdqtrs.,  Field  
 4. Employing Office Location: **Orlando, FL**  
 5. Duty Station: **Orlando, FL**  
 7. Fair Labor Standards Act:  Exempt,  Nonexempt  
 8. Financial Statements Required:  Executive Personnel Financial Disclosure,  Employment and Financial Interests  
 9. Subject to IA Action:  Yes,  No  
 10. Position Status:  Competitive,  Excepted (Specify in Remarks),  SES (Gen.),  SES (CR)  
 11. Position is:  Supervisory,  Managerial,  Neither  
 12. Sensitivity:  1 - Non-Sensitive,  2 - Noncritical Sensitive,  3 - Critical Sensitive,  4 - Special Sensitive  
 13. Competitive Level Code: **1148**  
 14. Agency Use

Explanation (Show any positions replaced)  
**Replaces JN NL09616**

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	<b>Protocol Officer</b>	<b>GS</b>	<b>0301</b>	<b>11</b>		
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: **Office of the 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 Command (STRICOM)**  
 e. Fifth Subdivision

19. Employee review - This is an accurate description 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 violations of such statutes or their implementing regulations.  
 a. Typed Name and Title of Immediate Supervisor: **Jean Burmester, Chief, Administrative Operations Division**  
 b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature: *Jean H. Burmester* Date: **5/22/00**  
 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-0301, Jan 79; USOPM PCS AAGEG, Aug 90**  
 Typed Name and Title of Official Taking Action: **JAMES B. GODWIN, COL, 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: *J. B. Godwin* Date: **5/23/00**  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

24. Remarks  
**This position is at full performance level.**  
**BUS: 7777**

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

## MAJOR DUTIES

Serves as the Protocol Officer, in the Command Chief of Staff's Administrative Operations Division and for the PM JSIMS, providing assistance pertaining to protocol, visitor activities, conferences, international visits, command representation funds, public information, and other special projects as they may arise. Required to delegate and coordinate activities within the command for Protocol functions.

1. Plans and coordinates visits of international and domestic visitors, including responsibility for orientation and fostering favorable impressions to them of Command activities and personnel. Follows policies and any specific requirements of the Commanding General to insure proper reception, orientation, and extension of assistance and to prevent unauthorized disclosure of classified or sensitive information. Complete total information needed on visitors including making inquiry of agencies presently or previously visited to verify purpose of visit, technical and personal interests, requirements of the home government agency for their visiting official, and any special approaches desired by the Commanding General. Plans and organizes tours, demonstrations, conferences, and trips (e.g. to local or state industrial facilities, special exhibits). Determines what classified material may be encountered and ensures requirements for clearance of all visitors are met. Examines current topics of interest and displays that should be of interest, and makes an attempt to accommodate all special interests of each visitor. Develops a basic plan for each visit. Analyzes and reports to supervisor, the interests and impressions indicated by visitors personally escorted and significant happenings. 45%

2. Participates with the supervisor in the development of the visitor control program to both STRICOM and other Program Managers. This includes preparation for presentations given by higher authority; planning and conducting of conferences; developing data and agendas; coordination of all aspects of visits by personnel of DA, DOD, other government agencies, non-government personnel and international dignitaries. 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, and collecting monies and account balancing. Manages Command Social Account at a local bank. Assists the SGS in screening and processing decisions regarding the Conference Site Selection Model for conferences and meetings sponsored by the command. 25%

3. Assists the SGS, in planning, organizing, directing and coordinating all protocol activities associated with the Inter-service/Industry Training Systems and Education Conference chartered by the Joint Logistics Commanders. Assist in formulation and composition of various committees, communicating with prominent military and civilian officials to serve as guest speakers, negotiating contracts

and arrangements for immediate and long range facilities and services. 05%

4. Responsible for planning, budgeting, obtaining proper approvals and tracking of Command Representation Funds ensuring proper usage and maintaining accountability for use of special interest funds. Responsible for designing, ordering, maintaining and tracking Commander's Coins and other memorabilia purchased for visiting dignitaries. Designs, procures and coordinates all associated activities for command plaques, awards, engraving and photography of command functions. Maintains memory album for Commanding General and Deputy Commander. 10%

5. Special projects determined by STRICOM executive staff to include the coordination of the CFC and Savings bond campaigns which require Command and regional oversight. Coordinates with STRICOM executive staff to develop long range planning which defines command objectives. Publishes and updates plan as needed. 10%

6. Establishes and maintains effective working relationship with print and broadcast media representatives to disseminate information and answer inquiries about operations or activities of the STRICOM organization. Writes articles and press releases for the Command describing lecturers, presentation ceremonies and related staff activities. Reviews for submission, command Daily Information Summaries (DISUMs) and Executive Summaries (EXSUMs). Arranges for Command representatives to speak to local civic or service groups. Informs local community of activities through various media available. 05%

Performs other duties as assigned.

#### Factor 1. Knowledge Required for the Position

- Knowledge and skill sufficient for planning, coordinating and implementing visits of visitors to STRICOM. Knowledge of protocol matters (to include national and international rules, procedures, and forms) prescribing traditional and formal diplomatic customs, courtesies, and etiquette for distinguished visitors (military and civilian, U.S., and foreign, including government officials, high-ranking military officers, business leaders and heads of state).

- 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 skills for planning, coordinating and implementing meetings, conferences and symposia.

- Knowledge and skills sufficient for establishing and maintain effective working relationships with groups when organizing

retirement, change of command, and promotion ceremonies and other functions.

- Knowledge and skill sufficient for ensuring proper usage, tracking and accountability of command representation funds.

- Skill in applying tact and diplomacy to preclude embarrassing situations.

#### Factor 2. Supervisory Controls

- The supervisor determines the 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.

#### Factor 3. Guidelines

- Guidelines in the form of policies and regulations from AMC, DA and DoD, and precedent situation apply directly to some aspects of the program but most assignments involve new aspects for which no clearly applicable precedents exist where incumbent exercises judgment in interpreting and adapting guidelines to meet individual situations.

#### Factor 4. Complexity

- The work includes duties requiring the protocol and public information policies and procedures, specifically to visits, visitors, award ceremonies, 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

- The purpose of the work is to implement protocol and public information policies, procedures, and plans for STRICOM. The work contributes to the image of STRICOM with the reception of high-ranking US and international visitors (military and civilian) whose estimates of the command may decrease or enhance the prestige and success of widely dispersed mission operations and also affect the impression of STRICOM.

#### Factor 6. Personal Contacts

- Contacts are with personnel at AMC, DA, the other services within DoD, Embassies of international visitors, and industry representatives involving non-routine interchanges of data and information.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 11847

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."