

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
NL12282

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <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		13. Competitive Level Code 0714	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>				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		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	Budget Analyst	GS	0560	07	99	
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	c. Third Subdivision Directorate for Resources Management
a. First Subdivision U.S. Army Materiel Command	d. Fourth Subdivision Financial Management Division
b. Second Subdivision Simulation, Training & Instrumentation Command	e. Fifth Subdivision Financial Execution Branch
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 Richard C. Gilmour Chief, Financial Management Division	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature 	Signature
Date 5/16/01	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 GS Job Family PCS for Prof. & Admin. Work in the Acctg. & Budget Gp., GS-0500, Budget Analysis, GS-0560, Dec 00; USOPM GS Job Family PCS for Clerical and Technical Acctg. and Budget Work, GS-0500C, Dec 97, HRCD-4, Jul 99, HRCD-7.
Typed Name and Title of Official Taking Action William C. Youmans, Acting 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 5/17/01	

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

24. Remarks
This is a developmental position for GS-09, JN NL12280. The duties assigned prepare the incumbent for full performance in the career ladder; are performed under closer supervision, and are commensurate with the grade of this position. Promotion is based on satisfactory performance, recommendation of the supervisor, the availability of funds, and work at the higher level. This is not a complete description without the full performance level PD attached.
BUS: 7777

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

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 12282

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