

POSITION DESCRIPTION (Please Read Instructions on the Back)

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		1. Agency Position No. NL12372	
10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks.) SES (Gen.) <input type="checkbox"/> SES (CR)				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		6. OPM Certification No.	
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 09YY		14. Agency Use		15. Classified/Graded by	

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	Auditor	GS	0511	09		
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 Chief of Staff (CS)	
a. First Subdivision Army Materiel Command (AMC)		d. Fourth Subdivision	
b. Second Subdivision Simulation, Training & 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.

Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
William C. Youmans, Acting Chief of Staff			
Signature	Date	Signature	Date
	6/27/01		

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	
Typed Name and Title of Official Taking Action		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.	
William C. Youmans, Acting Chief of Staff			
Signature	Date	Signature	Date
	6/27/01		

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

24. Remarks
Position is a DA intern with non-competitive promotion potential to GS-11 level.
BUS: 7777

Job Number: AJ835
 Installation: Standard/Generic PD
 Standards Citation: Primary Standard 8/91
 Title: Auditor (Intern)
 Occ Series: 0511
 Pay Plan: GS
 Grade: 09
 Exempt: N
 MACOM: HQDA
 Region: NCR
 Duties:
 MAJOR DUTIES

Serves in an advanced trainee level capacity in Career Program #11. Performs duties characteristic of the specific occupational series for Auditor, accomplishing a variety of developmental duties in support of the overall work of the organization.

Assignments are selected to broaden skills and provide practical experience for progressively more complex assignments, as prescribed in the Master Intern Training Plan.

-- Performs professional or technical duties such as: designs equipment, structures, or systems using established criteria or specifications; tests material, equipment, or systems for compliance with specifications or for evaluation in terms of operational use; reviews technical aspects of applications, designs, or proposed plans for compliance with laws, regulations, standards, specifications, or other requirements and criteria.

-- Performs administrative duties such as: reviews, coordinates, and monitors implementation of policies governing the program area; develops and carries out local directives and guidance; maintains program records and prepares and submits reports; develops information papers and briefings.

The specific duties assigned to this position will vary, depending upon the occupation in which the incumbent was hired, as well as the developmental needs of the individual employee. Further information concerning these duties will be located in the following documents: the employee's Individual Development Plan, and the specific performance objectives outlined in the Total Army Performance Evaluation System (TAPES) evaluation report.

NOTE:

This position is developmental in nature. Upon meeting regulatory and performance requirements incumbent may be promoted non-competitively to the target level of GS-11.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION: Level 1-6 950 Points

Knowledge of the principles, concepts, and methodology of the profession or administrative occupation that has been supplemented by skill gained through job experience and formal training in accordance with the requirements of the career program to permit independent performance of recurring assignments.

This knowledge may also be supplemented by expanded professional or administrative knowledge gained through relevant graduate study or experience, which has provided skill in carrying out assignments, operations, and procedures that are significantly more difficult and complex than the elementary assignments performed by entry-level positions.

FACTOR 2. SUPERVISORY CONTROLS: Level 2-3 275 points

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists the employee with unusual situations that do not have clear precedents.

The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation.

Completed work is evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not reviewed in detail.

FACTOR 3. GUIDELINES Level 3-3 275 points

Guidelines are available but are not completely applicable to the work or have gaps in specificity.

The employee uses judgment in interpreting and adapting guidelines, such as agency policies, regulations, precedents, and work directions, for application to specific cases or problems. The employee analyzes results and recommends changes.

FACTOR 4. COMPLEXITY: Level 4-3 150 points

The work includes various duties involving different and unrelated processes and methods.

The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives.

The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

FACTOR 5. SCOPE AND EFFECT: Level 5-3 150 points

The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

The work product or service affects the design or operation of systems, programs, or equipment; the adequacy of such activities as field investigations, testing operations, or research conclusions; or the social, physical, and economic well being of persons.

FACTOR 6. PERSONAL CONTACTS: Level 6-2 25 points

The personal contacts are with employees in the same agency but outside the immediate organization. People contacted generally are engaged in different functions, missions, and kinds of work, e.g., representatives from various levels within the agency, such as headquarters, regional, district, or field offices, or other operating offices at the immediate installation.

FACTOR 7. PURPOSE OF CONTACTS Level 7-2. 50 points

The purpose is to plan, coordinate, or advise on work efforts, or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

FACTOR 8. PHYSICAL DEMANDS: Level 8-1 5 Points

The work is primarily sedentary. There may be some walking, standing, bending and carrying light items and may involve travel to other locations.

FACTOR 9 WORK ENVIRONMENT: Level 9-1 5 Points

The work is performed in an office setting involving everyday risks or discomforts that require normal safety precautions deemed necessary.

Total points 1885

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 12372

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