

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. **NL08066**

2. Reason for Submission: Redescription, Reestablishment, New, Other

3. Service: Dept'l, Field

4. Employing Office Location: **Orlando, FL**

5. Duty Station: **Research Park**

6. CSC Certification No.

7. Fair Labor Standards Act: Exempt, Nonexempt

8. Employment/Financial Stmt Required: Yes, No

9. Subject to IA Action: Yes, No

10. Position Status: Competitive, Excepted (Specify)

11. Position is: Suprvsry, Managerial, Neither

12. Sensitivity: Critical, Noncritical, Nonsensitive

13. Competitive Level Code: **06-07**

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	Secretary (Stenography/Office Automation)	GS	318	06		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacancy, specify)

18. Department, Agency, or Establishment: **Department of the Army**

a. First Subdivision: **AMC PM TRADE**

b. Second Subdivision: **1 Air Combat Training Systems (ACTS)**

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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: **DONALD H. JONES, DPM, ACTS**

Signature: *Donald H. Jones*, Date: **9/25/91**

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

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 Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action: **MARK W. RUSSELL, LTC, AV Product Manager, ACTS**

Signature: *Mark W. Russell*, Date: **9/25/91**

22. Standards Used in Classifying/Grading Position: **OPM PCS for Secretary Series, GS-318, 1 Jan 79; and Ofc Auto Clerical and Assistance Series, GS-326, Nov 90**

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 Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

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

24. Remarks: **FACTORS/POINTS**

1-3	350	6-2	25
	275	7-2	50
	275	8-1	5
	150	9-1	5
5-2	75	TOTAL: 1210	

NO KNOWN PROMOTION POTENTIAL.
BUS: 7777 SKILL: ANT 70%
ANA 30%

25. Description of Major Duties and Responsibilities (see attached)

INTRODUCTION

This position is located in the office of the Product Manager, Air Combat Training Systems. The incumbent assists the Product Manager, Deputy Product Manager, by relieving him/her of clerical and administrative support work such as:

- Receives all incoming calls and personal calls from diversified sources within NTSC, HQDA, HQ AMC, HQ TRADOC, field activities of the Joint-Services, other Government agencies, and representatives of industry. Determines the identity of the caller and nature of the call. Refers to supervisors those calls requiring their personal attention, basing such determination on the origin of the call and knowledge of superiors activities, special interest areas, and knowledge of the system requirements definition and the acquisition processes. Personally takes care of all other calls by: (1) furnishing the desired information based on an intimate knowledge of the PM and project director's policies and previous decisions and a comprehensive knowledge of operating programs and pending actions; or (2) referring calls to cognizant staff of officers or to key personnel throughout PM TRADE and NTSC as appropriate. Sensitive information requiring special handling.

- Controls all sensitive correspondence both incoming and outgoing. Receives and maintains this material in a manner which allows ready access and control. Assures that all sensitive correspondence generated within the office is properly designated.

- The incumbent will administer the work load and provide administrative training for subordinate clerical staff.

- Takes and transcribes a variety of dictation.

- Arranges conferences and meeting, informing participants of topics and providing background information. Attends conferences, takes notes, and ensures that the PM/DPM and project directors have an accurate report of the proceedings. Maintains viewgraphs/35mm slides and other briefing materials as required for use in briefing by the PM/DPM and project directors, ensuring information is current and coordinated with appropriate divisions.

- Maintains the Product Manager/Deputy Product Managers' calendars and schedules appointments and meetings upon own initiative based upon personal knowledge of his work load and current issues of importance. Reminds supervisor of appointments and briefs supervisor on the matters to be considered before the scheduled meeting. On own initiative reschedules appointments when it becomes apparent that supervisor will not be able to meet previous schedules or arranges for a subordinate of the supervisor to represent the organization at the conference based on knowledge of the supervisor's views.

- Coordinates the preparation and submission of the annual travel budget and advises the PM on and maintains a ledger of PM travel funds. Ensures that all personnel traveling on PM funds have justification approved by the proper authority, and that the PM is in receipt of liquidated travel orders/vouchers for the posting and forwarding to appropriate organizations.

- Makes necessary arrangements for travel, arranging schedules of visits, making reservations, notifying organizations and officials to be visited and submitting travel vouchers and reports.

- Reads incoming correspondence, publications, regulations, and directives which may affect the Division. Determines those that can be acted upon personally and takes necessary action. When necessary, uses initiative to obtain clarification of instructions from originating offices or appropriate focal points. Determines which are of importance or interest to the Product Manager or Deputy and refers them accordingly. In other cases, prepares on own initiative, a digest of content for assistance of Product Manager or the Deputy. Assists subordinate echelons in interpreting instructions and in establishing action required of them. Briefs Product Manager on such activity, its results, and status.

- Responds to requests for information concerning Product Manager functions. Personally prepares responses on schedule from source material. Anticipates need for information and systematically prepares material so that it is immediately available for supervisor's needs. In the absence of the Product Manager or Deputy, in cases that would normally receive their personal attention, assumes responsibility for ensuring that requests for action or information are made known to responsible Division personnel who can satisfy the request. Follows up on required actions and informs the Product Manager of their status. When the Product Manager is absent but accessible, decides whether important or emergency matters should be brought to his attention.

- Maintains control records on incoming correspondence and action documents and follows up on work in process to ensure timely reply or action.

- Assists supervisor's subordinates in the procedural aspects of expediting the work of the office, including distributing the work load of clerical help to take care of fluctuating work load; explaining requirements and arranging for submission of data to be assembled by the incumbent into general reports; and informing and instructing clerical personnel concerning procedures for preparation of correspondence.

- Uses word processing software and printing equipment to create, copy and edit material. Transcribes various correspondence and reports from handwritten drafts or verbal instruction into proper format, with responsibility for correct spelling, grammar, capitalization and punctuation. Transmits, receives, and acknowledges electronic mail and messages, prints copies of incoming mail or messages.

- May be required to use graphics software to provide graphic symbols, charts, and graphs for viewgraphs.

FACTORS

1. Knowledge required by the Position:

- Knowledge of the duties, priorities, commitments, and policies of the PM Air Combat Training Systems and the Deputy in order to perform non-routine assignments.

- Knowledge of the required reporting and general administrative procedures of the U.S. Army, NTSC and the application of various procedures, requirements and points of contact of Defense acquisitions systems in order to advise and instruct the clerical staff.

- Skill in taking and transcribing dictation. A qualified stenographer is required.

- Skill in operating a typewriter, word processing equipment and data base management. A qualified typist is required.

- Knowledge of office automation systems in order to use several types of software for office needs. Skill in operating a keyboard to key data into an automated system, to make appropriate corrections, store, retrieve, insert, delete data.

- Knowledge of grammar, spelling, punctuation, and U.S. Army formats.

- Work Situation: The Product Manager directs the staff primarily through face-to-face meetings. Internal procedures and administrative controls are simple and informal.

2. Supervisory Controls: The incumbent works under supervision of the PM/DPM ACTS, making commitments for them with regard to established policies. When matters are questionable or professional decisions must be made, they are always referred to the supervisor. The supervisor spends considerable time away from the office; the incumbent must therefore work independently. The incumbent plans and carries out the work, handling problems and deviations in the assignment in accordance with established policies. Completed work is evaluated for adequacy, appropriateness, and conformance to established policy.

3. Guidelines:

- Guidelines are available for the more routine aspects of the work, and the PM provides for some assignments, but most of the time the incumbent relies on personal judgment to carry out the work in the most effective manner.

- Guides include the policies, priorities and commitments of PM Air Combat Training systems, PM TRADE, NTSC and the administrative policies and procedures of the U.S. Army and office system practices.

4. Complexity:

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

- The incumbent must identify and understand the interrelationship between the various procedures and controls between the various operations of PM TRADE, USAMC, HQDA, and NTSC.

- Decisions regarding what needs to be done are based on administrator's knowledge of policies, priorities, and goals of the PM ACTS, project directors, and staff.

5. Scope and Effect:

- The incumbent ensures that the clerical and administrative work of the OPM Air Combat Training Systems conforms to the appropriate PM TRADE policy or procedure. The incumbent reviews the work of others and gives

advice concerning procedural requirements. The degree to which this is done well affects the reliability and acceptability of the work of outside organizations.

- The incumbent ensures that the other clerical staff have an equal work load and considers the unique abilities of each of the clerical staff in making work assignments. The proper training and education of each of the clerical staff and the appropriate delegation of individual assignments is required for the maximum potential of the PM mission to be realized.

6. Personal Contacts:

- Contacts include high level officials from HQDA, AMC, TRADOC, and industry who deal with the PM Air Combat Training Systems on a wide variety of matters.

7. Purpose of Contacts: The purpose of the work is to plan and coordinate the work of the supervisor's office.

8. Physical Demands:

- The incumbent's work requires some walking, standing, bending and carrying light items such as books and papers. There may be an occasional period of overtime work and occasional temporary duty of 2-3 days to other locations in the U.S.

9. Work Environment: The work is normally performed in an office setting and may be an infrequent instance where the work may be performed in conference rooms, meeting halls, or other similar surroundings.