

POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. NL09423				
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <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 checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> 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		13. Competitive Level Code 05-A5		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		Security Assistant			GS	086	05	NS		
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 Office of the Chief of Staff (CSA)					
a. First Subdivision Army Materiel Command					d. Fourth Subdivision					
b. Second Subdivision STRICOM					e. Fifth Subdivision					
19. Employee Review—This is an accurate statement 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 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 violation of such statutes or their implementing regulations.					Signature of Employee (optional)					
a. Typed Name and Title of Immediate Supervisor James C. King, COL, QM, Chief of Staff					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature		Date			Signature		Date			
		3/2/95								
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-86, Security Clerical & Assistance Series, 12/87. USOPM PCS, Grade Level Guide for Clerical & Assist Work, 6/89.					
Typed Name and Title of Official Taking Action Nancy E. Spurlin, Personnel Mgmt Specialist					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 rLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature		Date			Signature		Date			
		9 Jan 95								
23. Position Review		INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	
a. Employee (optional)										
b. Supervisor										
c. Classifier										
Remarks Position is at the full performance level.										
BUS: 777										
25. Description of Major Duties and Responsibilities (See Attached)										

INTRODUCTION

This position is located in the security office of Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the US Army Materiel Command (AMC). This position involves a variety of security and administrative duties supporting the Project Managers and Directorates of STRICOM.

MAJOR DUTIES

1. Processes new employees, coordinating with the gaining directorate or activity to determine security clearance requirements, initiating requests for personnel security investigations or taking action to transfer current security clearance from losing activity. Maintains employee security file and reviews current status of employees' security clearances and initiates periodic security clearance re-investigations as required. Maintains security clearance database (STRICOM employees, DOD and civilian contractors). Verifies security clearance data on visit requests of STRICOM employees visiting other locations. Out processes STRICOM employees who are transferring to other activities or leaving federal service. **40%**

2. Receives all classified material IAW governing regulations. Verifies that material was transferred in approved manner according to Department of the Army (DA) Regulations or the Industrial Security Manual. Coordinates with appropriate personnel in STRICOM to determine "need to know" and primary point of responsibility or disposition for the material. Maintains the STRICOM Consolidated Classified Files ensuring that all classified material is safeguarded IAW appropriate security procedures. Performs annual review of classified material to ensure that only those classified documents essential to the mission of STRICOM are retained. Provides for the disposition of all classified material either through destruction or transfer IAW the appropriate security regulations. Assists security specialist in duties involving visits of representatives of Foreign Governments and travel of STRICOM employees OCONUS. **60%**

PERFORMS OTHER DUTIES AS ASSIGNED.

FACTOR 1 KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of DA/AMC or other substantial Security Programs. Knowledge of security policies, investigative requirements, standards for access to classified material including storage, accountability, reproduction, transmission and destruction of such material. Knowledge of file maintenance and procedures such as Modern Army Recordkeeping System (MARKS) or other similar record keeping system. Skill in operating a personal computer to use various software programs in day to day operations, i.e., databases, word processing, etc.

FACTOR 2 SUPERVISORY CONTROLS

Assignments are given in terms of day to day instruction from the higher graded security specialist. Work is reviewed in terms of adherence to policy and precedents and only controversial issues

are brought to the attention of the immediate supervisor.

FACTOR 3 GUIDELINES

Guidelines are in the form of DoD, DA, AMC and local STRICOM policies and procedures. Incumbent is rarely called upon to deviate from such regulations already set in place.

FACTOR 4 COMPLEXITY

Work involves a series of progressive steps and related processes. Decisions on what needs to be done must be derived from gathered information and coordination efforts.

FACTOR 5 SCOPE AND EFFECT

Position's duties affect STRICOM's security administration functions. Failure to properly complete an action could result in a compromise of classified information.

FACTOR 6 PERSONAL CONTACTS

Contacts are with security personnel and other employees involved in security administration within and outside the agency.

FACTOR 7 PURPOSE OF CONTACTS

Contacts are for the purpose of exchanging information and coordination of efforts.

FACTOR 8 PHYSICAL DEMANDS

Work is sedentary in nature.

FACTOR 9 WORK ENVIRONMENT

Work is performed in a typical office setting.

PERSONAL DATA - PRIVACY ACT OF 1974

GY'k-NL09423001 CPCN

1K 23001

J1, PAS-AUTH 0000 STR ST
USAMC STRICOM 32826-3224

JEJ ORG-STRUCT-ID-SHRED **CSA

JRB AGCY-CD **DEPT OF THE ARMY

JRC AGCY-SUB-ELM-FLAG **XL

JPE GSA-GEOLOC **ORLANDO
88 **122360095

JBN DT-PD-CLASSIFIED **950109

JGB POSN-NTE-DATE **888888

JYR ACQ-POSN-CAREER-CAT N/A

JYL ACQ-CAREER-LVL-REQD N/A

JYN ACQ-CRIT-POSN-ID ** N/A

JPC POSN-TITLE **SECURITY ASSISTANT

JQJ CURR-PAY-PLAN**GS

JQP OCUPTNL-SRS ** SECURITY CLERICAL AND ASSISTANCE **0086

JAO POSN-GR-CIV **05 JQH
TARGET-GR-CIV**05

JPD FUNCT-CLASS-IDF N/A JQT COMP-LEV
**05A5

JPR POSN-OCCUPD-ID **1 JQL PAY-BASIS **PA

JQW FLSA-CAT **N JQN
PAY-TABLE-IDENT **0000

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MD
NC Poll

ORLANDO
USTRI **NLAR0191

ORANGE

STR FL FLNL

FL

JPL DT-POSN-ESTB **950109

PERSONAL DATA - PRIVACY ACT OF 1974

JP'!r PSN-LOCALITY-PAY-AREA. **REST OF CONTIGUOUS UNITED STATES
**88

J~,~ PSN-AUTH-LOCALITY-PCT **0374 JZX
POSN-WRK-SCHED **F

JPQ POSN-SNSVY **NONCRITICAL SENSITIVE **2
X06NV-POS-SENS-CRITERION **ACCESS TO SCRET/CONF INFO **N

JNT BARG-UNIT-STAT **7777

JNB SUPV-STATUS **NON-SUPERVISORY **8

JPOSUPV-MGR-PROBATION-REQMT **SUPERVISORY/MANAGERIAL PROBATION
NOT REQUIRED

**1

JPJ TNG-PROG-ID **NOT APPLICABLE **YY

JQU PREM-PAY-IND ** N/A

JQD/1 CIV-SK-1**CLERK/ASST/TECHNICIAN

JQE/1 CIV-SK-1-SHRED ** N/A
JQF/1 CIV-SK-1-SUB-SHRED N/A
JQG/1 SK-PERCENTILE **00
JQD/2 CIV-SK-1 ** N/A
JQE/2 CIV-SK-1-SHRED N/A
JQF/2 CIV-SK-1-SUB-SHRED ** N/A
JQG/2 SK-PERCENTILE ** N/A
JQD/3 CIV-SK-1 ** N/A
JQE/3 CIV-SK-1-SHRED N/A

**AKK

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MD
NC Pol

PERSONAL DATA - PRIVACY ACT OF 1974

i CIV-SK-1-SUB-SHRED** N/A
J4 PAYROLL-ORG-CODE **7R173
JAV7.~'PAYROLL-OFF-ID **38050
J1A FIN-DISCLOSURE-ID **PERMANENT FILING RQMT **P
JGP DRUG-TEST-RQD **NO DRUG TEST REQUIRED **C

