

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
NLI0742

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	3. Service	4. Employing Office Location ORLANDO FLORIDA	5. Duty Station STRICOM	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 <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> 4- Special Sensitive	13. Competitive Level Code 0710

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	SECRETARY (OA)	GS	0318	07	Bp	5 Dec 97
e. Recommended by Supervisor or Initiating Office	SECRETARY (OA)	GS	0318	07		

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 PROJECT MANAGER, ADV DISTRIBUTED (D)
a. First Subdivision US AMC	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.

a. Typed Name and Title of Immediate Supervisor
STANLEY A. GOODMAN, DEPUTY PM ADS

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
MICHAEL W. ROGERS, PM ADS

Signature: Stanley A. Goodman Date: 20 Dec 97

Signature: Michael W. Rogers Date: 22 Dec 97

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
US OPM PCS for Secretary Series, GS-318;

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. M. Stoula Date: 8 Dec 97

23. Position Review	INITIALS	DATE								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
POSITION IS AT FULL PERFORMANCE LEVEL
S 7777

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

INTRODUCTION

This position is located in the office of the Project Manager for Advanced Distributed Simulation (ADS). Serves as secretary and is the principal administrative assistant to the Project Manager and his immediate staff with responsibility for the performance and coordination of all the clerical, procedural, day-to-day administrative support and typing activities required to accomplish the work of the organization.

MAJOR DUTIES

The position receives all visitors and telephone calls to the Project manager. Screens in-coming calls by determining the nature and purpose of the call, independently initiates action on non-technical calls not requiring the Project Manager's personal attention, refers them to other staff members, or handles the matter personally. Informs superiors on those cases, which have been referred. Places telephone calls to other government agencies, industrial firms, and educational institutions to relay messages, clarify questions, etc., on a variety of subjects particular to the functions of PM ADS. Receives visitors from industry, educational institutions, and various governmental agencies. Ascertain purpose of their visit, nature of information desired and determines who they should see to expedite the business most effectively.

- Maintains office calendars for the Project Manager and his immediate staff and is authorized to commit their time without prior approval. Through personal or telephone contracts with appropriate individuals, makes arrangements for visits, meetings, conferences, symposia, workshops, etc., on own initiative by reserving space, setting the specific time and contacting appropriate attendees. If necessary, arranges transportation for participants and advises them of the topics to be discussed. Reminds PM and staff of appointments and the matters to be considered before the scheduled meeting. Reschedules appointments on own initiative when it becomes apparent that the previous schedules cannot be met.

- Receives, screens and routes incoming correspondence (including all Command message traffic), retaining for own personal attention that which does not require action by the Project Manager or other professional members of the staff, scans periodicals, professional journals, technical reports, TDRs, specifications, etc., and calls attention to urgent or

important new items. Establishes, controls and maintains suspense file ensuring that deadline dates and obligations of the Project Manager are met as committed. Reviews all outgoing correspondence for neatness, accuracy, adherence to established format, and adherence to the Project Manager's administrative policies. Drafts correspondence, such as routine official mail, letters of acknowledgement, congratulatory letters, letters of acceptance and routine official reports.

- Performs a variety of one-of-a-kind duties to include collecting and compiling materials into various reports. Composes correspondence, input to recurring reports, agendas, and articles for publication based on factual information obtained from files, reports, or employees. Determines relevant data to be incorporated into documents.

- Performs administrative details to ensure the smooth operation of the office. Performs specific office support functions based on knowledge of the procedures applicable to the control, authorization, securing, and justification of such services as personnel, training, office equipment, computer hardware and software, telephone services, visitor control, files and timekeeping.

- Utilizes word processing software and printing equipment to create, copy and edit material. Transcribes various correspondence and reports from handwritten drafts or verbal instructions 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 message.

100%

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

FL 1-4 - 550 POINTS

Knowledge of the duties, priorities, commitments, policies, substantive programs, and goals of the staff sufficient to perform assignments such as reviewing publications, directives, and other materials which may affect the organization and taking appropriate implementing actions.

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, and delete data.

Knowledge of the functions and organization of the Naval Air Warfare Center Training Systems Division, Army and Navy command channels, Army and Navy regulations and instructions.

Knowledge of substantive meetings/conferences subject matter sufficient to brief Project Manager on purpose scheduled meetings and results of prior applicable meetings.

Skill in operating a typewriter, personal computer and word processing equipment. A fully qualified typist is required.

Knowledge of grammar, spelling, punctuation and required formats.

Knowledge of administrative/support procedures sufficient to make travel arrangements, establish suspense files, and administratively organize conferences.

Knowledge of protocol and related procedures.

Work Situation:

The PM ADS is one of the four major elements of the Simulation, Training and Instrumentation Command. With approximately 30 civilian and military personnel, PM ADS was chartered to develop, test, acquire and support the Army's next generation training simulation system for training the Army's commanders from Corps to Company level and to centralize the development, advancement and application of distributed simulation technology for the Army application. Intricate parts of PM ADS are Product Manager for the Family of Simulation (PM FAMSIM) and the Product Manager for the Combined Arms Assessment Network (PM CAAN).

The Department of Defense, Department of the Army, Members of Congress, Representatives of Industry, Members of Academia, local officials and the general public all, from time-to-time, show considerable interest in PM ADS programs, specifically in the economic impact on the local community, and the participation by employees in financial, civic, and other community efforts.

FACTOR 2. SUPERVISORY CONTROLS - LEVEL 2-3 - 275 POINTS

The supervisor of this position is the Project Manager and Deputy PM. Instructions issued are minimal and are of a general nature pertaining to policies and objectives, while the problems involved in accomplishing these objectives are left to the discretion and initiative of the incumbent. The supervisor describes in general terms the limits of authority, but depends upon the incumbent to use own initiative and judgment in managing the office and scheduling/accomplishing the work. The Project Manager's immediate staff also assigns Work. Completed work is reviewed with respect to its accomplishment of specified objectives.

FACTOR 3. GUIDELINES - LEVEL 3-3 - 275 POINTS

In addition to normal guidelines such as dictionaries and style manuals, guidelines for this position include DA, AMC, and STRICOM administrative and correspondence directives, software user manuals, and standard operating procedures and policies. The incumbent must interpret and adapt these guidelines to the specific work situation. When guidelines are not directly applicable, incumbent is required to use a degree of judgement in interpreting and adapting guidelines to meet specific situations. Problems not subject to guideline resolution are referred to the Project Manager or his staff for decision.

FACTOR 4 - COMPLEXITY - LEVEL 4-3 - 150 POINTS

Assignments involve making decisions on what needs to be done, and how it should be done, based on the program, goals, priorities, and commitments of the Project Manager, Deputy Project Manager, the Product Manager for Family of Simulations, and the Product Manager for Combined Arms Assessment Network. The chosen course of action may have to be selected from many alternatives.

FACTOR 5. SCOPE AND EFFECT - LEVEL 5-2 - 75 POINTS

The incumbent relieves all clerical and administrative duties from the Project Manager, allowing him to concentrate on professional managerial duties. The degree, to which the Project Manager's office runs smoothly, directly affects the effectiveness of the subordinate Product Manager office.

The incumbent is the Secretary of the organization and will ensure the clerical staff is aware of and follows all

guidelines set forth by DA, DOD, and STRICOM. The incumbent will provide training and guidance as necessary for new clerical staff to familiarize themselves with guidelines particular to the PM ADS/PM FAMSIM/PM CAAN organization.

FACTOR 6. PERSONAL CONTACTS - LEVEL 6-2 - 25 POINTS

Contacts range from those internal to STRICOM, to high-ranking officials of all DOD services (Army, Navy, Air Force and Marine Corps), Congressional representatives, management representatives of private industry and members of the academic community.

FACTOR 7. PURPOSE OF CONTACTS - LEVEL 7-2 - 50 POINTS

The incumbent plans and coordinates the work of the Project Manager's office by such duties as ensuring a smooth flow of correspondence, arranging meetings and conferences and follow-up on action items.

FACTOR 8. PHYSICAL DEMANDS - LEVEL 8-1 - 5 POINTS

Largely sedentary, but occasionally requires carrying light objects such as files, books, and papers. No special physical qualifications are required.

FACTOR 8. WORK ENVIRONMENT - LEVEL 9-1 - 5 POINTS

The work is performed in an office setting.