

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
NL10932

6. OPM Certification No.

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <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
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	
10. Position Status <input checked="" type="checkbox"/> Competitive Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	
Explanation (Show any positions replaced)		12. Sensitivity 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> 2- Noncritical Sensitive <input checked="" type="checkbox"/> 4- Special Sensitive <input type="checkbox"/>	
		13. Competitive Level Code 0713	
		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	SECRETARY (OFFICE AUTOMATION)	GS	0318	07	BP	24 APR 98
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 DIRECTORATE FOR ACQUISITION
a. First Subdivision U.S. ARMY MATERIEL COMMAND (AMC)	d. Fourth Subdivision
b. Second Subdivision SIMULATION, TRAINING, & INSTRUMENTATION CMD	e. Fifth Subdivision

Employee Review— This is an accurate statement of the major duties and responsibilities of my position.

Signature of Employee (optional)

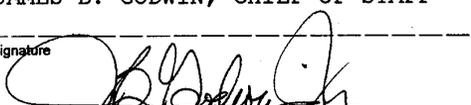
20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with 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 violation of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor DAVID CREECH, DIRECTOR OF ACQUISITION	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
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Signature 	Date 4/27/98	Signature	Date
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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 SEC SERIES, GS-318;
US OPM PCS FOR OFFICE AUTOMATION, GS-326;
US OPM GEG FOR OFFICE AUTOMATION.

Typed Name and Title of Official Taking Action JAMES B. GODWIN, 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 4/27/98

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

24. Remarks
POSITION IS AT THE FULL PERFORMANCE LEVEL.

BUS: 7777

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

INTRODUCTION

This position is located in the Directorate for Acquisition of the Simulation, Training and Instrumentation Command (STRICOM), which is a Major Subordinate Command (MSC) of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army Distributed Simulation (ADS). The mission includes cradle to grave life cycle acquisition beginning with tech base programs and following through with each phase of the acquisition process. The Commander centrally directs, coordinates and supports the materiel development, training devices, simulations, simulators and advanced acquisitions and sustainment activities through the functional matrix organizations and four project managers. The position participates in the management of the Division by relieving the Director of clerical and administrative support work and serves as the focal point for administrative actions between the Directorate and other organizational elements.

MAJOR DUTIES

As the Directorate secretary, serves as personal assistant to the Director and participates in the management of its programs through intimate knowledge of policies and views on current problems and special interests. Solves office emergencies and minimizes those of the supervisor by quickly adapting to current problems and gathering factual information for supervisor's use in making decisions. This position is responsible for performing a variety of administrative and clerical duties in support of the Directorate requiring a general knowledge of the organization, the Naval Air Warfare Center Training Systems Division and its overall activities.

1. Receives telephone and personal callers; identifies caller and nature of call and decides which must be directed to supervisor, which can be referred elsewhere, and which can be taken care of personally. When background information is required as part of reply, tactfully postpones conversation, obtains required material, and presents to supervisor when the call is returned. Places calls for the supervisor or in the place of supervisor when deemed necessary. Ensures supervisor is informed of

significant items that occur and if necessary, contacts the supervisor while on TDY.

- Maintains calendar of conferences and independently arranges meetings, briefings and appointments with proper subject matter personnel. Makes travel arrangements, monitors important telephone conversations and selected conferences to assure commitments and schedules do not conflict and to make substantive selective notes for later reference. Exercises an intimate knowledge of supervisor's contacts to carry out assignments.

30%

2. Composes memoranda and correspondence from notes furnished, checking accuracy of and completing references; composes on own initiative routine correspondence from brief instructions or personal knowledge of needs; sends routine acknowledgement or selects form letters in response to routine inquiries.

- Monitors and records important telephone conversations and attend supervisor's conferences as requested. In both instances, takes notes and composes memoranda for the record, summarizing discussions, recommendations, agreements, and commitments.

- Assembles and summarizes information from office records or other available sources for the supervisor, from general instructions as to kind of material wanted and its purpose. Review publications, regulations and directives, refers those of importance or interest to the supervisor and/or staff.

- Receives and reviews all incoming mail for nature of action to be taken and suspense dates. Prepares responses to routine requests without consulting supervisor. Drafts letters of non-technical matters and gathers supplementary or explanatory materials needed for supervisor.

- Reviews outgoing correspondence originating in all Divisions for grammatical accuracy, format and special policies. Returns communications to originator for corrections when not in conformance with correspondence policies or regulations, using tact to maintain good personal relations. Calls to supervisor's attention any departure from policies or views if problem cannot be

resolved with writer. Follows-up on work to assure compliance with established suspense dates.

- Instructs, assists and provides guidance to subordinate secretaries on procedural matters such as preparing special reports, correspondence, timekeeping, travel and suspense systems.

- Establishes and maintains office files.

30%

3. Performs office automation duties involving several types of software packages to produce a wide range of narrative, statistical, and graphical documents (e.g., staff studies, correspondence, technical papers, statistical spreadsheets, briefing packages, screen shows, forms, etc.). Selects appropriate software package to complete assignments. Uses advanced software functions to generate tables of contents, import graphics and statistical spreadsheets into narrative reports, and merge text documents with address lists for multiple letters. Prepares viewgraphs or screen shows, linking spreadsheets and graphical symbols to enhance charts. Receives and transmits documents electronically importing/exporting through word processor, spreadsheet, database or graphics programs for reviewing and editing. Receives, transmits and distributes documents received to staff, as appropriate.

40%

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

FL 1-4 - 550 Points

KNOWLEDGE TYPE III

Knowledge of the substantive programs of the Directorate as related to the clerical and administrative support functions. Ability to coordinate the work of the office with the work of other offices and subordinate Division offices. Ability to advise subordinate secretaries/clerks on administrative guidelines and procedures.

- Knowledge of the Directorate's work sufficient to screen requests for information. Ability to search office records and compile information/data in nonstandard formats.

- Knowledge of the duties, priorities, commitments, and program goals of the Directorate to shift schedule in response to fluctuating workloads and crisis management.

- Knowledge of correspondence and report preparation procedures; security regulations; the Modern Army Record Keeping System (MARKS); travel regulations/procedures; time and attendance regulations/procedures; and requisition regulations and procedures sufficient enough to explain to subordinate secretarial/clerical staff.

- Knowledge of office automation systems to use several types of software for various office needs; processing procedures and function keys for performing a substantial range of functions within each software type.

- Knowledge of correct grammar, spelling, punctuation, capitalization and specialized terminologies related to the Directorate.

- Skill in operating a microcomputer or typewriter to produce text and tabular documents. A fully qualified typist is required.

WORK SITUATION B

The Directorate consists of permanent professional, technical, administrative and clerical personnel, and a subordinate Division located within a joint Army/Navy contracting activity. The Directorate is responsible for programs and functions which place substantive and complex demands and responsibilities upon the incumbent by requiring establishment and maintenance of numerous contacts outside the organization for the purpose of coordinating substantive program requirements, administrative details, and staff support responsibilities. A formalized system of internal procedures is established requiring extensive coordination, reporting requirements, and administrative controls within the Directorate, other Directorates/Project Managers within STRICOM, the STRICOM Command Group and higher Headquarters.

FACTOR 2. SUPERVISORY CONTROLS - FL 2-3 - 275 Points

Works under general supervision of the Director. Incumbent independently applies a thorough knowledge of regulatory guides, policies and procedures to accomplish assigned duties. Plans and devises own work methods and discusses only unusual or unprecedented problems with supervisor. The work is reviewed to ensure the overall objectives of the position are met.

FACTOR 3. GUIDELINES - FL 3-3 - 275 Points

Guidelines include dictionaries, style manuals, correspondence, travel, and handling classified information, regulations, and operating policies of the Directorate, STRICOM, higher headquarters and, when applicable, Department of the Navy and local implementing instructions. When no guides are available, incumbent follows standing policies and rule-of-thumb established by the supervisor.

Incumbent applies judgement in determining course of action to take in dealing with calls, visitors, or correspondence requiring immediate attention. Interpretation and adaptation of the guidelines to specific problems are frequently required in determining priorities and in resolving complaints. Guidance provided to subordinate secretaries includes training on regulations and procedures for correspondence, filing, timekeeping, travel, suspense systems, etc.

FACTOR 4. COMPLEXITY - Level 4-3 - 150 Points

Work involves different and unrelated steps, processes, and methods. Incumbent performs a full range of duties in support of the Directorate including; arranging travel and accommodations; setting up conferences; and preparing reports, briefings, and statistical information by researching files for information. Decisions on what needs to be done are based on incumbent's knowledge of the requirements, priorities, commitments, policies, and program goals of the Directorate, the supervisor, and the staff.

FACTOR 5. SCOPE AND EFFECT - FL 5-2 - 75 Points

The incumbent ensures the clerical and administrative work of the Directorate is accomplished effectively in accordance with established policies and procedures. The degree in which the Directorate office operates smoothly is effected by the quality of the clerical and administrative support for the Directorate's professional and technical services.

FACTOR 6. PERSONAL CONTACTS - FL 6-3 - 60 Points

Phone calls and visits to the Director include those by Division employees, STRICOM and NAWC-TSD employees, higher headquarters, officials from other agencies, Federal, State, national, regional or local officials, business executives; foreign officials, academia, contractors and members of the public in general, seeking information on a wide range of internal issues and subjects affecting the Directorate.

FACTOR 7. PURPOSE OF CONTACTS - FL 7-2 - 50 Points

The purpose of the contacts is to plan and coordinate the work of the Directorate. The incumbent informs contacts of critical decisions made by the Director, confirms and verifies information on upcoming meetings, and answers questions relating to the operation of the Directorate. Although contacts often require tact and diplomacy, the persons dealt with are usually working toward mutual goals and have cooperative attitudes. Incumbent ensures time requirements are met by subordinate offices for preparing reports and correspondence.

FACTOR 8. PHYSICAL DEMANDS - FL 8-1 - 5 Points

Work is generally sedentary in nature with some walking, standing and bending. Occasionally requires moderate physical activity, such as carrying light items such as books and papers or lifting stacks or boxes of records.

FACTOR 9. WORK ENVIRONMENT - FL 9-1 - 5 Points

Work is performed in an office atmosphere.

TOTAL POINTS - 1445