

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
NL11002

2. Reason for Submission <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <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		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"/> Financial Disclosure <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 type="checkbox"/> Competitive <input checked="" 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 1- Non-Sensitive 2- Sensitive 3- Critical 4- Special <input checked="" type="checkbox"/> Noncritical		13. Competitive Level Code 0425	
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	STUDENT TRAINEE					
d. First Level Review	(ENGINEERING & ARCHITECTURE)	GS	899	04	BP	17 FEB 98
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)
CREST STUDENT TRAINEE (COMPUTER/ELECTRONICS ENGR)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY (DA)		c. Third Subdivision DIRECTORATE FOR RESEARCH & ENGR MGMT	
a. First Subdivision ARMY MATERIEL COMMAND (AMC)		d. Fourth Subdivision SIMULATION TECHNOLOGY DIVISION (ET)	
b. Second Subdivision SIMULATION, TRNG & INSTR COMMAND (STRICOM)		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 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 EDWIN TRIER, DIRECTOR, RESEARCH & ENGR MGMT	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
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Signature 	Date 2/18/98	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
INTRO TO POSITION CLASS STANDARDS; PCS FOR GS-854, COMPUTER ENGR, AND FOR GS-855, ELEC ENGR; QUALS STAND FOR STUDENT TRAINEE, GS-899.

Typed Name and Title of Official Taking Action
JAMES M. SKURKA, DEPUTY TO THE COMMANDER

Signature 	Date 10/14/98	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 from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
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23. Position Review	INITIALS	DATE								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

BUS: 7777

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

INTRODUCTION

This is located in the Simulation Technology Division (ET), Directorate for Research Engineering Management, U.S. Army Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the Army Materiel Command (AMC) in Orlando, Florida. The mission of STRICOM is to provide centralized life cycle management and direction for research, development, production, fielding and sustainment of Army training devices, simulations, and simulators; major instrumentation targets and threats simulation; and Advanced Distributed Simulations (ADS) initiatives. The incumbent of the position described herein, reports directly to the ET Division Chief. This is an intern position with duties commensurate with the education and experience of the assigned individual. The principal duties will be to assist the professional engineering staff of the ET Division in accomplishing their assigned responsibilities. Duties for this position will include but not be limited to conducting or assisting in the conduct of literature searches related to simulation, training and instrumentation topics; data entry and validation; serving as the operator or assistant operator for constructive simulations; and database creation and maintenance. The assigned individual will be expected to have or acquire proficiency with the UNIX and NT computer operating systems at a level that permits the use of computers using these operating systems in support of assigned duties.

MAJOR DUTIES

- 1. Literature Searches and Analysis:** The incumbent will assist in the conduct of literature searches and analysis of topics relating to the STRICOM assigned mission. Subject searches will normally be electronic in nature and conducted using the World Web (WWW) or local computer based databases.
- 2. Data Entry and Validation:** The incumbent will be responsible for the validation and entry of data into databases supporting the STRICOM research and development mission. All database operations will be conducted so as to permit the construction of a validation trace if necessary.

3. **Constructive Simulation Operation:** The assigned individual will assist higher graded employees in the initialization, operation, and shutdown of constructive simulations and Semi-Automated-Forces (SAFOR) programs in support of research and operational exercises.

4. **Database Creation and Maintenance:** The assigned individual will assist in the establishment and maintenance of databases supporting the management and fiscal requirements of the Directorate. Subject databases may include numerical, textual, and multimedia information required to plan, execute, and defend the Engineering Directorate's operations.

Perform other duties as assigned.

SUPERVISORY CONTROLS

Receives closer supervision initially via verbal instructions and a review of work during progress and upon completion. As training progresses and competence is gained, incumbent is permitted to function with increasing freedom from supervision.

MAJOR DUTIES

Receives training in performance of duties and responsibilities set forth on attached job description. Gradually assumes more responsibility and learns to perform the full scope of the position.