

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.  
NL12384

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL.		5. Duty Station		6. OPM Certification No.	
Explanation (Show any positions replaced) Replaces NL08391		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		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Competitive Level Code 0614	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> 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		12. Sensitivity <input checked="" type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive		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	Travel Clerk	GS	0303	06		
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 Project Manager for Combined Arms Tactical Trainer (X)	
a. First Subdivision Army Materiel Command (AMC)		d. Fourth Subdivision	
b. Second Subdivision Simulation, Training & Instrumentation Command (STRICOM)		e. Fifth Subdivision	

19. 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 Patrick G. Spangler, APM for Combined Arms Tactical Trainer		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature 	Date 7/12/01	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 U.S. Office of Personnel Management or, if no published standards apply directly, consistency with the most applicable published standards.  
Typed Name and Title of Official Taking Action  
William C. Youmans, Acting Chief of Staff

22. Position Classification Standards Used in Classifying/Grading Position  
USOPM PCS for Miscellaneous Clerk & Assistant Series, GS-0303, Jan 79, TS-34, Nov 79, TS-37, Jul 99 (HRCD-7); USOPM Grade Level Guide for Clerical & Assistance Work, Jun 89, TS-98, Jul 99 (HRCD-7); USOPM Intro to Position Class Stds, Jul 99 (HRCD-7)

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 7/16/01
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23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks  
Position is at full performance level.  
BUS: 7777

### INTRODUCTION

This position is located in the Office of the Project Manager for Combined Arms Tactical Trainers (PM CATT) within the Simulation, Training, and Instrumentation Command (STRICOM). STRICOM is a Major Subordinate Command under the U.S. Army Materiel Command (AMC). PM CATT has the mission to manage the development, acquisition, production, and life cycle support of Virtual Simulation Systems within STRICOM. Incumbent serves as the Travel Assistant in PM CATT with responsibility for administratively supporting the PM CATT and subordinate Product Manager/Assistant Project Manager organizations. Duties include travel management, record management, and clerical support as required across all PM offices. The supervisor of the position is the Deputy PM CATT.

### MAJOR DUTIES

1. Plans, coordinates, prepares and tracks travel arrangements and documents in support of PM CATT and subordinate offices. Utilizes knowledge of travel policies and procedures and general employee travel needs to research and execute travel arrangements within mission requirements and within current Joint Travel Regulations (JTR) and STRICOM travel policies. Arranges travel, to include airline/vehicle transportation, hotel/BOQ arrangements, conference facility arrangements, visit requests, country clearances, and any unique travel requirements for single or multiple travelers to meet mission requirements. Prepares tracks travel claims and maintains PM CATT records for travel reporting against travel goals and limitations. Represents the PM in travel process discussion forums. Recommends travel policy changes as needed to maintain an effective and efficient PM CATT and STRICOM travel system.  
70%
2. Manages records and maintains selected PM CATT filing requirements in a up-to-date status in accordance with general PM CATT filing policy. Supports the PM CATT Lead Secretary in maintaining, updating, archiving files and retrieving information as needed by the PM, APM, or PM CATT Project Directors and Program Analysts.  
15%
3. Provides general clerical support across PM CATT in support of overall workload requirements of PM CATT, PM Air and Command Tactical Trainers (PM ACTT), PM Ground Combat Tactical Trainers (PM GCTT), and the Assistant Project Managers (APM's) for Close Combat Tactical Trainers (CCTT) and Special Operations Training Systems. Works with several types of word-processing software, e.g., electronic mail, graphics, spreadsheet and database management to create, copy and edit

material. Performs typing on both an electronic typewriter and computer keyboard. Transcribes various correspondence and reports from handwritten drafts or verbal instructions into proper format, clarity, repetition, structure, continuity of thought, accuracy of references and cross references, with responsibility for correct spelling, grammar, capitalization and punctuation, plus consistency and propriety of information for non-technical material. Substitutes as assigned for PM/APM secretary to include general clerical and administrative support. (15%)

Performs other duties as assigned.

#### **Nature of Assignment**

Work typically entails processing a wide variety of transactions related to travel, general clerical and a variety of administrative services to the PM CATT and subordinate Product Manager/Assistant Project Manager organizations. Work requires comprehensive knowledge of rules, regulations, and other guidelines relating to completing assignments in travel management. Work requires ability to interpret and apply regulatory and procedural requirements to process unusually difficult and complicated travel management transactions. Work also requires knowledge of automation systems including office automation equipment (computers, printers, scanners and related hardware) and both commercial automation programs (MS Word, Excel, etc.) and STRICOM unique software applications (Automated Travel Process software). Must know how to prepare, edit, store and retrieve automation documents using proper punctuation, grammar, spelling, and formats. A fully qualified typist is required.

#### **Level of Responsibility**

The supervisor reviews completed work for conformance with policy and requirements. Incumbent is recognized as an authority on processing travel transactions or completing assignments within a complicated framework of established procedures and guidelines, often when there are no clear precedents. This recognition typically extends beyond the Office of the PM CATT to the overall organization. The employee is regarded as an expert source of information on regulatory requirements for the various transactions, and is frequently called upon to provide accurate information rapidly on short notice. Guidelines for the work are numerous and varied, to include Joint Travel Regulations (JTR), PM CATT policies, higher headquarters directives, and oral instructions regarding office priorities and assignments. Guidelines often do not apply directly, requiring the employee to make adaptations to cover new and unusual work situations. This may involve deviating from established procedures to process transactions involving actions where guidelines are conflicting

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or unusable. Contacts are with employees in the Army, users and providers of agency services, i.e., private industry. Incumbent provides information, explains the application of regulations, or resolves problems relating to the assignment.