

POSITION DESCRIPTION (Please Read Instructions on the Back)

1 Agency Position No
NL12725

2 Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3 Service Hdqtrs. <input type="checkbox"/> Field <input checked="" type="checkbox"/>		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 Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests <input type="checkbox"/>		9 Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13 Competitive Level Code 0526	
10 Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>				11 Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12 Sensitivity 1 - Non-Sensitive <input type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 4 - Special Sensitive <input type="checkbox"/>		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	Student Trainee (Computer/Electronics Engineering)	GS	0899	05		
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 Engineering and Technology Development (E)	
a First Subdivision Asst Secretary of the Army (Acquisition, Logistics & Technology)		d Fourth Subdivision	
b Second Subdivision Program Executive Office (PEO)		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
Edwin A. Trier, Director, Eng and Tech Development

b Typed Name and Title of Higher-Level Supervisor or Manager (optional) _____

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
5CFR213.3202; OPM Handbook of Occupational Gps and Families, GS-0099-General Student Trainee Series, GS-0899-Eng and Arch Student Trainee Series, Aug 01; OPM PCS for Eng Technician Series, GS-0802, Jun 69, ;TS-80, Aug 74, TS-19, Jul

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.

Typed Name and Title of Official Taking Action
James L. Laughlin, Colonel, GS, Chief of Staff

23. Position Review	Initials	Date								
a Employee (optional)										
b Supervisor										
c Classifier										

24. Remarks
5CFR213.3202: Student Career Experience Program (SCEP)
Incumbent must be able to obtain and maintain a top-secret clearance and is subject to drug testing IAW regulatory requirements.
BUS: 7777

INTRODUCTION

Position is located in one of the Business Areas within the Directorate for Engineering and Technology Development (E), Program Executive Office (PEO), Assistant Secretary of the Army (Acquisition, Logistics and Technology). The mission of the PEO is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations and simulators; instrumentation, targets and threat simulation. The commander centrally directs, coordinates, and supports the materiel development, acquisition and sustainment activities through the matrix organization and four Project Managers. These business areas perform technology-based management, concept formulation, acquisition management and technical contract management of simulations, simulators, training systems and instrumentation projects assigned to the PEO. The incumbent participates as a Student Trainee in a Career Experience Program (SCEP). The purpose of this position is to provide engineering services in support of programs supported by the Directorate for Research and Engineering Management. This position is not an acquisition position in the Systems Planning, Research, Development and Engineering Career Field.

SUPERVISORY CONTROLS

Works under general supervision of the Deputy Director. Receives objectives to be achieved from higher-grade engineers who assign work with oral or written instructions on what is required and the results expected without explicit instructions as to work methods. Independently resolves non-routine technical problems in the work, but will refer to others in unusual cases. Supervisor or a higher-grade engineer is available for assistance involving technical deviations from familiar methods or concepts. Work is reviewed upon completion for methods applied and technical adequacy.

MAJOR DUTIES

On-the-job experience involves the practical application of the principles, concepts, work processes, regulations, and reference material fundamental to the engineering profession to select and adapt methods and procedures. Typical work requires applying a background knowledge and understanding of engineering practice based on substantial training and experience in computer/electronics engineering to assignments in any of the divisions of the directorate.

1. **Literature Searches and Analysis:** Assists in the conduct of literature searches (World Wide Web or local computer based databases) and analyses of topics relating to the PEO-assigned acquisition, research, and development missions.

20%

2. Integrated Product Team (IPT) support: Serves under the professional guidance and direction of higher grade engineers in support of project IPTs in performing aggressively more difficult assignments that are designed to provide experience and familiarity with a wide variety of engineering fundamentals and concepts. Receives on-the-job training in technical areas, e.g., Synthetic Natural Environments, Computer Generated Forces simulations, and visual and image generation systems, to familiarize incumbent with the operations of the organization and provide experience in practical applications of engineering principles and concepts.

60%

3. Database Creation and Maintenance: Assists in the establishment and maintenance of databases, e.g., numerical, textual, and multimedia information, required to plan, execute, and defend operations in support of management and fiscal requirements in the Engineering Directorate.

20%

Performs other duties as assigned.

Nature of Assignment

Work is characterized by the use of a variety of standard references, guides, and precedents to obtain needed information and to select and adapt methods and procedures. Incumbent applies a background knowledge and understanding of engineering practice based on a background of substantial training and experience in computer/electronics engineering. Incumbent is required to select and adapt methods and procedures, and applies judgment and knowledge in selecting sources, evaluating data and adapting methods in tasks.

Level of Responsibility

Incumbent receives assignments in terms of the objectives to be achieved and without explicit instructions as to work methods. Recurring non-routine technical problems are independently resolved on the basis of previous experience, but for unusual cases. The supervisor only provides assistance in solving technical problems involving unfamiliar methods or concepts. The technical adequacy of completed work and methods are applied upon completion of work.