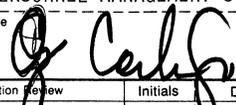


POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription establishment <input checked="" type="checkbox"/> New establishment <input type="checkbox"/> Other						3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location ORLANDO, FL		5. Duty Station RESEARCH PARK		1. Agency Position No. NL08404	
7. Fair Labor Standards Act, <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt						8. Financial Statements Required NO <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		6. OPM Certification 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)	
10. Position Status						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 type="checkbox"/> 3-Critical Sensitive <input checked="" type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code 07 - 12		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 (Stenography/OA)				GS		0318		07			
e. Recommended by Supervisor or Initiating Office		SECRETARY STENOGRAPHER (OA)				GS		0318		07			
16. Organizational Title of Position (if different from official title) SECRETARY STENOGRAPHER						17. Name of Employee (if vacant, specify)							
18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY						c. Third Subdivision PROJECT MANAGER FOR TRAINING DEVICES (PM)							
a. First Subdivision U.S. ARMY MATERIEL COMMAND						d. Fourth Subdivision (TRADE) (T)							
b. Second Subdivision SIMULATION TRAINING INSTRUMENTATION COMMAND						e. Fifth Subdivision							
Employee Review—This is an accurate description of the major duties and possibilities 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 PHILLIP E. SPRINKLE ACTING DEPUTY PROJECT MANAGER						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)							
Signature 						Signature							
Date 27 Aug 92						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, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position USOPM PCS for GS-0318 01/79 Office Automation GEG 11/90 Typing & Stenography GEG 11/90							
Typed Name and Title of Official Taking Action OZ CORBIN, JR. PERSONNEL MANAGEMENT SPECIALIST						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 9/22/92							
23. Position Review													
		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)													
b. Supervisor													
c. Classifier													
Remarks : FES POINTS: 550, 275, 275, 150, 75, 25, 50, 5, 5; TOTAL 1410 = GS-07													

POSITION IS AT THE FULL PERFORMANCE LEVEL.

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

INTRODUCTION

This position is located in the Office of the Project Manger for Training Devices and provides secretarial services to the Project Manager and his immediate staff.

- The incumbent receives all visitors and telephone calls to the Project Manager. Screens in-coming calls by determining the nature and purpose of the call and independently initiates action on non-technical calls not requiring the Project Manager's personal attention, and refers them to other staff members or handles the matter personally. Places telephone calls to other government agencies, publishers, industrial firms and to relay messages, clarify questions, etc., on a variety of subjects peculiar to the functions of PM TRADE. 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.

- The incumbent 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 contacts with appropriate individuals, makes arrangements for visits, meetings, conferences, symposia, workshops, etc., on own initiative, makes arrangements for such meetings by reserving space, setting the specific time and contacting all personnel expected to attend. If necessary, arranges for transportation and loading for participants, transmits agenda and all necessary background material to participants and advises them of the topics to be discussed.

- The incumbent 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 insuring 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, social and personal acknowledgments, congratulatory letters, letters of acceptance and routine official reports.

- The incumbent takes and transcribes dictation (either in shorthand or by dictation machine) in the form of letters, memoranda and reports. Incumbent is responsible for spelling, punctuation, grammar and format of the completed work. Records, transcribes and distributes minutes from weekly Project Manager's staff meetings, noting action items and follows up as required.

- The incumbent utilizes word processing software and printing equipment to create, copy and edit material. Transcribes various correspondence and reports from hand written 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.

Factor 1

KNOWLEDGE REQUIRED

- Knowledge of the PM TRADE Missions and Functions to direct callers or to obtain requested information from files and to process incoming correspondence. PM TRADE missions and functions encompass meetings with high level contacts and coordinating groups within the Army and DOD, establishment and promulgation of policy and directives related to the Office of the Project Manager as well as full responsibility for managing all training device development activities for PM TRADE. Therefore, this knowledge requires simultaneous awareness of the status of several widely varied, highly technical and often quickly changing areas of activity ranging across internal, local, DA and DOD organizational boundaries.

- 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 Training Systems Center, Army and Navy Command Channels, Army and Navy regulations and instructions.

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

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

- Skill in taking and transcribing dictation. A qualified stenographer is required.

- Skill in operating a typewriter and word processing equipment.

- Knowledge of grammar, spelling, punctuation and required formats.

WORK SITUATION

The Project Manager for Training Devices with approximately 50 civilian and military personnel, was chartered to bring strong centralized direction to the development and acquisition of training systems. Rather than being focused on a single materiel system, PM TRADE manages a multiplicity of systems in various stages of the materiel life cycle. Its mission is to be the Army's principle project manager for RDT&E, and acquisition, and to perform such other functions and tasks as directed by higher authority. It is divided into three major elements which include the Product Managers for Air Combat Training Systems, Close Combat Training Systems, and Combat Support Training Systems.

The general public, Members of Congress, and local officials all, from time-to-time, show considerable interest in PM TRADE programs, specifically in the economic impact of PM TRADE in the local community, and the participation by employees in financial, civic, and other community efforts.

Factor 2

SUPERVISORY CONTROLS

The supervisor of this position is the Deputy Project Manager. 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. Work is also assigned by the Project Manager's immediate staff. Completed work is reviewed with respect to its accomplishment of specified objectives.

Factor 3

GUIDELINES

In addition to those normal guidelines such as dictionaries and style manuals, guidelines for this position includes 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. Problems not subject to guideline resolution are referred to the Project Manager or his staff for decision.

Factor 4

COMPLEXITY

Assignments involve making decisions on what needs to be done and how it should be done based on the programs, goals, priorities, and commitments of the Project Manager, Deputy Project Manager and the three Product Managers offices that make up PM TRADE. The chosen course of action may have to selected from many alternatives.

Factor 5

SCOPE AND EFFECT

The incumbent ensures that all clerical and administrative duties are relieved 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 Offices.

Factor 6

PERSONAL CONTACTS

Contact besides these internal with PM TRADE are with high ranking officials of all DOD services (Army, Navy, Air Force, Marine Corps) and management representatives of private industry.

Factor 7

PURPOSE OF CONTACTS

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

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

WORK ENVIRONMENT

The work is performed in an office setting.